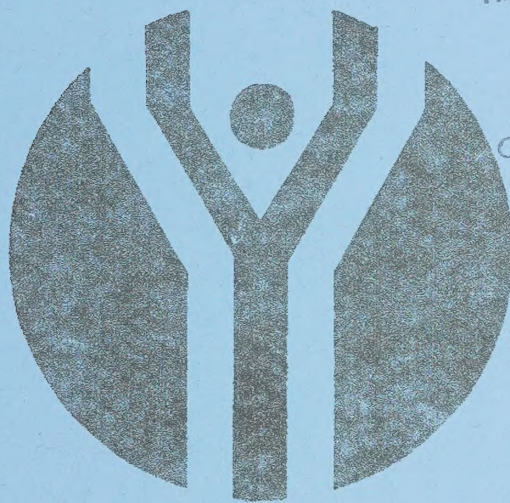


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GOVERNMENT DOCUMENTS

~ Published by the
VOLUNTEER BUREAU

of

THE SOCIAL PLANNING AND RESEARCH COUNCIL OF HAMILTON AND DISTRICT ~

A United Way Member Agency

THIS DIRECTORY BRIEFLY DESCRIBES SOME OF THE VOLUNTEER JOB OPPORTUNITIES FOR PEOPLE WHO WISH TO BECOME INVOLVED IN THE COMMUNITY.

Included on each page is the following information:-

- . Name of an agency
- . Address
- . Phone Number, Contact Person's name and Title
- . Purpose of Agency
- . Description of the volunteer jobs
- . Qualifications necessary for the job
- . Training supplied by the Agency
- . Time involvement required from the volunteer
- . Bus service available if the Agency is the place where the job will be carried out.
- . The availability of parking facilities has been mentioned in some cases. However, where no mention has been made, it does not necessarily mean that parking facilities are not available.

A FEW OF THE VOLUNTEER JOB OPPORTUNITIES INCLUDED ARE:-


Visiting - Typing - Clerical work - Tutoring - Reading - Child care - Counselling - First Aid work - Speaking - Work in corrections - Work in prevention - Work in hospitals - Work in recreation - Craft work - One-to-one relationships - Group work.

FOR FURTHER INFORMATION, CONTACT:

THE VOLUNTEER BUREAU

529-4202

155 James Street South, Suite 602 - Hamilton, Ontario - L8P 3A4



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ADULT PROBATION AND PAROLE SERVICES

PHONE: 523-5540

Ministry of Correctional Services,
I.B.M. Building, 16th Floor,
25 Main Street West,
Hamilton, Ontario.
L8P 1H1

Miss Pamela Doleman,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To work with probationers and parolees in the community.

JOB DESCRIPTION:

- One-to-one volunteer association
- Team relationships with probation officer and probationer
- - Tutor or skills teacher
- Group counselling
- Life skill training
- Prepare pre-sentence and parole reports.

QUALIFICATIONS:

- Male/Female - 18 years and up
- Concern for people - General ability to listen, understand - Mature
- Responsible person.
- For pre-sentence and parole reports: University degree or a combination of some University credits and experience.

TIME INVOLVED:

One evening a week - Minimum time commitment: 8 months to 1 year.

TRAINING:

Six-week (one evening a week) orientation followed by regular monthly training program with emphasis on individual counselling skills, group leadership and report-writing.

OTHER:

- Involves various legal matters pertaining to a probation order.
- Provides volunteers with direction and insightful experience into social work field and the area of community correction in general
- valuable experience.
- "The ultimate responsibility of corrections is with the community at-large".

AMITY REHABILITATION CENTRE OF HAMILTON

PHONE: 526-8481

225 King William Street,
Hamilton, Ontario.
L8R 1B1

Douglas S. Wallace,
Executive Director.

PURPOSE OF AGENCY:

To provide assessment, work adjustment, training and employment to physically, mentally and emotionally handicapped people.

JOB DESCRIPTION:

- Develop and co-ordinate recreation programs.
- Develop and co-ordinate hobby activities.
- Assist in special events: picnic, Christmas dinner, etc.
- Develop and co-ordinate personal grooming program. (Hair salon available).
- Assist limited or overly dependent persons in learning to utilize public transportation, plan and carry out household management functions, attend public entertainment, etc.

QUALIFICATIONS:

- Genuine interest in people - Ability to be firm and objective.

TIME INVOLVED:

Varies from occasional special project to regular weekly or monthly activities requiring 2 to 4 hours.

TRAINING:

Agency staff will aid each volunteer in understanding Amity's approach to working with disabled people.

BUS SERVICE:

Convenient to "King", "Main" or "Cannon" busses.

PARKING:

Free parking on premises.

ANCASTER AQUATIC CENTRE

c/o R.R. #1,
Jerseyville, Ontario.
LOR 1R0

PHONE: 648-1696
(home)

Mrs. Connie Pitz,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

Free transportation to Hydro-therapy Sessions at Ancaster Aquatic Centre for disabled people.

JOB DESCRIPTION:

- Drivers in the Ancaster area, to and from the Aquatic Centre, in assisting swimmer in and out of car.
- Also, drivers can swim for the hour - it is a very good general exercise program.

QUALIFICATIONS:

Must have a driver's licence.

TIME INVOLVED:

1½ hours - One or two mornings a week.

TRAINING:

None

BUS SERVICE:

N/A

ANCASTER INFORMATION CENTRE INCORPORATED

314 Wilson Street East,
Ancaster, Ontario.
L9G 2B9

PHONE: 648-6675

Mrs. Fran Cheyne,
Co-ordinator.

PURPOSE OF AGENCY:

To keep a data bank of all community information, resources and services both public and private.

JOB DESCRIPTION:

- To offer information on any subject.
- "Youth Employment Service" - All year, have youth employment manager from May to August.
- To assess unfulfilled needs in the community.
- To update and file community information.
- Offers, in the summer, a babysitting course for children 13 years old and up.
- Offers a job workshop.
- Updating directory of community services.

QUALIFICATIONS:

- People with an interest in helping people and getting involved.
- People interested in Ancaster.
- Male, Female.

TIME INVOLVED:

Mornings: 9:00 a.m. to 11:00 a.m. Afternoons: 1:00 p.m. to 3:00 p.m.

TRAINING:

By resource people of community or by experienced volunteers.

BUS SERVICE:

"Ancaster" bus from the Bus Terminal (John & Rebecca Streets).

ARTHRITIS SOCIETY - THE

PHONE: 389-1725

Chedoke-McMaster Hospitals,
Chedoke Division,
Sanatorium Road,
P.O. Box 2000, Station "A",
Hamilton, Ontario.
L8N 3Z5

Miss Heb Williams,
Physiotherapist.

PURPOSE OF AGENCY:

To meet the needs of persons suffering from arthritis in the community.

JOB DESCRIPTION:

- Primarily to transport patients for therapy, clinics and recreation.
- Occasional office work is available.

QUALIFICATIONS:

- Good driver

TRAINING:

- On-the-job training.

BUS SERVICE:

"Sanatorium" bus.

ASSOCIATION FOR CHILDREN WITH
LEARNING DISABILITIES - THE

Resource Centre,
c/o Stinson Public School,
180 Grant Avenue South,
Hamilton, Ontario.
L8N 2Y1

PHONE: 529-1445

Mrs. Linda Burton,
President.

PHONE: 679-6231

PURPOSE OF AGENCY:

To give every child the opportunity to receive an education and to realize his personal potential.

The Association provides a resource centre for information and advice to parents; films; books; lecturers' list; and has regular meetings and workshops.

The Association runs a day camp each summer in various locations in the Hamilton-Wentworth Region for learning disabled children.

JOB DESCRIPTION:

- General office work at our resource centre.
- Tutoring in many subjects.
- Newsletters (must enjoy creative writing).

QUALIFICATIONS:

- Ideally, the volunteers should have an interest in children's rights and needs.
- No specific qualifications are required except an interest in children and common sense.

TIME INVOLVED:

It would depend on the individual. The resource people usually work three hours, once a week. Office open from 9:00 a.m. to 12:00 Noon.

TRAINING:

Training would be minimal.

BUS SERVICE:

Any "Upper" busses from Gore Park.

A.Y./ALTERNATIVES FOR YOUTH

195 Rebecca Street,
Hamilton, Ontario.
L8R 1C2

PHONE: 527-4469
527-4439

Mr. Chris Martin,
Director.

PURPOSE OF AGENCY:

Our aim is to assist offenders, ex-offenders, probationers, parolees and other people to become responsible citizens.

JOB DESCRIPTION:

- Institutional visiting at Hamilton-Wentworth Detention Centre
- One-to-one volunteers

QUALIFICATIONS:

- Male or Female
- 20 years of age or over
- Mature volunteers with life experience
- Ability to relate to others, demonstrate warmth and concern
- Reliable

TIME INVOLVED:

Variable but commitment of at least a year.

TRAINING:

- Orientation sessions
- Periodic Volunteer Meetings

BUS SERVICE:

"King", "Barton", "Cannon", or "Delaware" bus.

BACH-ELGAR CHORAL SOCIETY - THE

c/o Hamilton Place,
P.O. Box 2080, Station "A",
Hamilton, Ontario.
L8N 3Y7

PHONE: 527-5995

Ms. Barbara Fear,
General Manager.

PURPOSE OF AGENCY:

The objects of this Choir shall be to present and perform choral works to the highest degree of proficiency, to enhance knowledge and appreciation of choral singing in the general public by the presentation of a wide range of choral music, and to support unstintingly the cause of good music in the local communities. (Constitution and By-Laws of The Bach-Elgar Choir of Hamilton)

JOB DESCRIPTION:

- General office assistance
- Mailing assistance
- Ticket selling
- Usher/ettes for shows
- Publicity
- Public Relations

QUALIFICATIONS:

- Male or Female - 18 years old or over.
- Transportation helpful, not essential.
- Must be interested in the arts, and in choral music.
- No educational or other volunteer experience necessary.

TIME INVOLVED:

Approximately 2 hours per week, but this is flexible.

TRAINING:

Training is provided.

BUS SERVICE:

Any busses going downtown.

PARKING:

Parking facilities (underground) available.

BATTLEFIELD HOUSE

77 King Street West,
P.O. Box 161,
Stoney Creek, Ontario.
L8G 3X9

PHONE: 662-8458

Mrs. Ann Boyer,
Curator.

PURPOSE OF AGENCY:

Battlefield House is a museum which purpose is to allow as many people as possible to see and enjoy an earlier way of life.

JOB DESCRIPTION:

- Typists
- School guides
- Tour guides
- Craft people (spinning, weaving, crocheting, tatting)

QUALIFICATIONS:

- Ability to get along with people.
- A love of history or antique houses and furniture.
- Skills in crafts would be an asset.
- Retired school teachers are wanted.

TIME INVOLVED:

As much time as one can give.

TRAINING:

Several training sessions are necessary to allow the individual to learn about the life of a museum.

BUS SERVICE:

" Delaware " bus.

BEACON HILL LODGE

330 Main Street East,
Hamilton, Ontario.
L8N 3T9

PHONE: 523-7134

Ms. Lynn Collier
Activities Director.

PURPOSE OF AGENCY:

Beacon Hill Lodge is a personal care retirement lodge fully licensed, as a nursing home and extended care facility, located at the south-east corner of Main Street and Victoria Avenue.

JOB DESCRIPTION:

- To assist with regular activities:-
 - Crafts
 - Bingo
 - Glee Club
 - Pool table
 - Films
 - Picnic
 - Baking
 - Indoor gardening
 - Fun & Fitness sessions
 - Rythm Band
 - Tuckshop Cart
 - Birthday parties
 - Visiting on a one-to-one
 - Sing-Songs
- Taking residents shopping and/or to doctors/dentists appointments; or to activities centre.
- Re-activation on residential floors
- Help at Cocktail time, $\frac{1}{2}$ hour, twice a week.

QUALIFICATIONS:

- Mature, friendly individuals with cheerful disposition
- Patient and tactful
- Willing to accept supervision
- Male or female - 15 years old and over.

TIME INVOLVED:

Variable.

TRAINING:

Orientation and yearly workshops by staff

BUS SERVICE:

"King" bus.

BIG BROTHER ASSOCIATION OF HAMILTON AND DISTRICT

45 Victoria Avenue South,
Hamilton, Ontario.
L8N 2S8

PHONE: 525-3860

Mr. Bruce Monk,
Supervisor.

PURPOSE OF AGENCY:

To provide a special and unique relationship on an individual and personal level with a father-absent boy. Serving the Region of Hamilton-Wentworth and the City of Burlington.

JOB DESCRIPTION:

- Work on a one-to-one basis with a father-absent boy. Men are needed for the entire Hamilton-Wentworth Region and the City of Burlington.
- Work under the supervision of professional staff and maintain regular contact with their worker.
- Short-term or special skill involvement is possible through the Special Corps (see below under "OTHER").

QUALIFICATIONS:

- Male - 18 years old and up
- Interview and screening for all applicants, including Special Corps
- Character and medical references
- Willing to accept supervision and guidelines

TIME INVOLVED:

- Approximately 3 to 4 hours a week
- Special Corps time involvement unique to individual situation and is generally less than the above.

TRAINING:

- Orientation by agency
- Ongoing supervision by caseworker

BUS SERVICE:

"Delaware" or "King" bus.

OTHER:

Men who meet the above qualifications and are able to do one of the following:-

1. Short-term work with father-absent boys who are about to turn 16.
2. Prepared to teach or share a specialized skill to a boy on a limited basis.
3. Has occasional time to spend with a father-absent boy to a particular event or outing.

BIG SISTER ASSOCIATION OF HAMILTON, INC.

PHONE: 529-7143

56 Charlton Avenue West,
Hamilton, Ontario.
L8P 2C1

Mrs. Irene Buckley,
Office Administrator.

PURPOSE OF AGENCY:

The Big Sister Association of Hamilton, Inc., is made up of 200 active members, divided into nine groups, largely involved in fund-raising activities for the operation of Charlton Hall. One of the groups within the Association is establishing a one-to-one match-up with the girls leaving from Charlton Hall to go on to independent living or to our Co-op apartment. Each year, \$40,000 to \$50,000 is raised by the Association toward Charlton Hall. (Volunteers are not directly involved with Child Care or Counselling.)

JOB DESCRIPTION:

- The Association has just instituted a new group within the Association which will be involved with the girls leaving from Charlton Hall, on a one-to-one match-up basis. This has a very limited number of people involved at present.
- Also, the Association needs volunteers who would be interested in the fund-raising projects each, plus the volunteer time and effort spent in the operation of a Nearly New Shop (which is also fund-raising).

QUALIFICATIONS:

- For the Big Sisters who would be involved with the matching up with Little Sisters, an application form and references similar to the Big Brother Association, and orientation meetings are a must.
- For the members involved with the fund-raising aspect, an interest in this involvement is necessary, these members are usually brought into the Association as friends of present group members, while the "match-up" Big Sisters usually come to us through the office.

TIME INVOLVED:

This varies with the individual and with her particular commitment. Our members put in a tremendous amount of time with the fund-raising aspect of the Association and we are still to get to know the amount of time the Big Sisters will be spending with their new little sisters. Visiting probably once a week, and in touch by telephone.

TRAINING:

There will be orientation meetings, and interviews for the Big Sisters who will be in the match-up program. (Dedication to fund-raising is a prerequisite needed by the other members.)

BUS SERVICE:

BIRTHRIGHT EMERGENCY PREGNANCY SERVICE

PHONE: 527-3677

224 James Street South, (at Charlton Avenue)
Hamilton, Ontario.
L8P 3A9

Mrs. Connie McLean,
Co-ordinator.

PURPOSE OF AGENCY:

To help any woman through a distressing pregnancy.

JOB DESCRIPTION:

- Emergency 24-hour telephone service.
- Personal office counselling by volunteers
- Providing emergency and long-term accommodations, maternity and baby equipment and driving service.
- Giving advice about employment, hospital insurance, welfare and assistance available from social agencies.
- Referring to doctors, lawyers, spiritual counsellors of all faiths, maternity homes, psychiatrists and children's aids.
- Pregnancy tests - all services rendered free of charge.

QUALIFICATIONS:

- Females with pro-life philosophy
- Concern for young people
- Desire to serve in this area of work
- Over 21 years of age (preferably 25 years old or over)

TIME INVOLVED:

Any morning, afternoon, or evening - once a week

TRAINING:

Six evening sessions by community resource people, plus four sessions of on-the-spot office training.

BUS SERVICE:

Any "Upper" busses from Gore Park.

PARKING:

Parking facilities available.

BLIND ORGANIZATION OF ONTARIO WITH
SELF-HELP TACTICS - (B.O.O.S.T.)

PHONE: 522-9482

Suite 302,
42 James Street North,
Hamilton, Ontario.
L8R 2K2

Mr. Michael McHenry,
Community Resource
Development Worker.

PURPOSE OF AGENCY:

To promote the eventual integration of blind people into the main-stream of community life.

JOB DESCRIPTION:

- General Office Work: Typing, phone, etc.
- Readers: Reading to blind and partially-sighted people. All reading related to objectives of our organization. Examples of reading: Government documents, books relating to skills to be acquired by blind people.
- Research: Work in libraries, etc.

QUALIFICATIONS:

- Willingness to work with a self-help group.
- Desire to work for attainment of our goals.

TIME INVOLVED:

Flexible (Example: two or three hours a week)

TRAINING:

Orientation and discussion sessions

BUS SERVICE:

"Delaware" or "King" bus.

BLOCK PARENTS PROGRAM (HAMILTON-WENTWORTH)

PHONE: 522-4925

Hamilton-Wentworth Regional Police,
Community Services Branch,
155 King William Street,
Hamilton, Ontario.
L8R 1A6

Mrs. Anne Watson,
Co-ordinator.
PHONE: 689-8075
(home)

PURPOSE OF AGENCY:

To offer emergency (home-away-from-home) help to anyone in distress on the street. Also to report suspicious circumstances to Police Station.

JOB DESCRIPTION:

- Block Parent: Calling the correct agency for help (e.g., 911 Emergency for Fire, Police or Ambulance; tow trucks; child's parent, etc.)
- Clerical: Typing and general office duties.

QUALIFICATIONS:

- Block Parent: To be screened by Police Department when application is turned in by area Block Parent representative.
- Male or Female - 16 years old and over.

TIME INVOLVED:

- Block Parent: The sign in the window, when volunteer is available, invites anyone in need.
- Clerical: Any day from 9:00 a.m. to 4:00 p.m., or portion thereof.

TRAINING:

- Block Parent: Read instructions on back of sign. See movie upon request or attend organized meeting if willing.

BUS SERVICE:

Any bus going downtown.

PARKING:

Parking facilities available.

BOARD OF EDUCATION FOR THE CITY OF HAMILTON

100 Main Street West,
P.O. Box 558,
Hamilton, Ontario.
L8N 3L1

PHONE: 527-5092
Ext. 394

Mr. Jim Hobbs,
Co-ordinator, Community
& Volunteer Services.

PURPOSE OF AGENCY:

To assist in meeting the special needs of children and youth.

JOB DESCRIPTION:

- Elementary School Volunteers
 - General Classroom: Assisting teacher by providing instructional support for children with academic problems, tutorials in reading, math, spelling, etc. - Providing expertise for "Club" programs. - Crafts, science, drama, etc. - Assisting on class trips and helping with special classroom projects.
 - Library: Processing preparing materials for circulation. - Reading, telling stories to individuals or groups. - Previewing, reviewing new books.
 - Clerical: Typing, filing, etc.
- Reading-Assistant Volunteers: Providing extra help for children with reading problems (small groups or individually).
- Special Services Volunteers:
 - Schools for Trainable Retarded: Activity, language stimulation programs.
 - Special Classes: Learning disabilities, orthopaedic, limited vision, etc.
 - Psychological Services: for children with learning or emotional problems.
 - Hospital: Assisting teacher with education programs for hospitalized children.
- Secondary School Volunteers: Tutorial assistance for students with academic problems. - Assisting students in commercial classes. - Resource speaker relative to specific topic.
- Outdoor Education Centre Volunteers (Christie Dam/Greenville Area): Teaching, demonstrating pioneer skills, crafts. - Assisting students in various outdoor education programs. - Historical studies, development of pioneer garden, etc. - Assisting during Maple Syrup demonstrations.
- Community-School Association Volunteers: Assisting with the organizing and planning of a community-school association. - Community-School Association sponsored programs (i.e., recreation, crafts, music, newsletter. - Participating in a community-school program.

BOARD OF EDUCATION FOR THE CITY OF HAMILTON (Cont'd)

QUALIFICATIONS:

Sincere commitment to assist school youth in a spirit of friendly co-operation. Male or Female.

TIME INVOLVED:

One half-day or more per week during school hours.

TRAINING:

Ongoing teacher and principal, plus in-service sessions provided by key personnel.

OTHER:

Students must be Grade 11 or better during school year. Don't use any volunteers in summer.

BOLD PARK LODGE INC.

69 Bold Street,
Hamilton, Ontario.
L8P 1T6

PHONE: 528-1504

Mr. Bruce Taylor,
Executive Director.

PURPOSE OF AGENCY

To provide a recovery home for men with alcoholic problems. Half-way house.

JOB DESCRIPTION:

- Visit
- Play cards or games
- Help with job résumés
- Recreation

QUALIFICATIONS:

- Male or Female
- Mature
- Volunteers are screened

TIME INVOLVED:

One evening a week

TRAINING:

- On-the-job training by the staff
- Participation in a life skills program

BUS SERVICE:

Any "Upper" busses from Gore Park.

BOY SCOUTS OF CANADA

PHONE: 528-5711

Scout House,
375 James Street South,
Hamilton, Ontario.
L8P 3B9

Mr. George A. Guest,
Executive Director.

PURPOSE OF AGENCY:

To help boys, youth and young men to develop their character as resourceful and responsible members of the community by providing opportunities and guidance for their mental, physical, social and spiritual development.

JOB DESCRIPTION:

Volunteers, approved by Group Committees, work as leaders within groups of boys and young men. There are five different age-level programmes within which volunteers may work: BEAVERS, 5-7; CUBS, 8-10; SCOUTS, 11-14; VENTURERS, 14-17; and ROVERS, 17-23.

QUALIFICATIONS:

- An interest in working with boys.
- An interest in the Scouting programmes.
- 16 years old and over (leaders in training programme for 14 and 15 years old)
- Male or Female (female leaders work in the Beaver and Cub programs).

TIME INVOLVED:

Minimum of one period per week but with probability of two per week.

TRAINING:

Scouting offers a wide variety of training programmes for volunteers including those directly related to programming and advanced courses for service team workers and trainers.

BOYS' BRIGADE - THE

116 MacNab Street South,
Hamilton, Ontario.
L8P 3C3

PHONE: 529-6896

Mr. Robert Finlayson

PURPOSE OF AGENCY:

A uniformed boys' program dedicated to "The advancement of Christ's Kingdom among boys and the promotion of habits of obedience, reverence, discipline, self-respect, and all that tends toward a true Christian Manliness".

JOB DESCRIPTION:

- Leaders
- Volunteers would be conducting meetings according to the Boys' Brigade program which includes: outdoor activities, crafts, and gym work, Bible teaching.

QUALIFICATIONS:

- Juniors Company (Boys 8½ to 11½ years old):
 - Male or Female
 - 21 years old and over
 - Senior Citizens especially welcome
- Seniors Company (Boys 12 to 16 years old):
 - Male only
 - 21 years old and over
 - Professing Christians
 - Willing to have a personal concern for the boys
 - Dependable

TIME INVOLVED:

Three to five hours a week

TRAINING:

Complete training in all phases of the Boys' Brigade program and in leadership methods will be given to new leaders.

BUS SERVICE:

Any busses going downtown.

CANADIAN CANCER SOCIETY

- Metropolitan Hamilton District,
210 Victoria Avenue North,
P.O. Box 678,
Hamilton, Ontario.
L8N 3K7 (also serves Ancaster & Stoney Creek)
PHONE: 527-4555
Miss Melda Clark,
Co-ordinator.
- Hamilton Mountain & District Unit,
40 Empress Avenue,
Hamilton, Ontario.
L9A 1M3 (also serves Mount Hope & Binbrook,
Caledonia, and Hagersville)
PHONE: 383-0254
Mrs. Betty Robinson,
Staff Secretary.
- Dundas and District Unit,
63 Main Street,
Dundas, Ontario.
L9H 2P9 (Open 9 - 12, Monday to Friday)
PHONE: 627-4662
Mrs. Barbara Thomson,
Staff Secretary.

PURPOSE OF AGENCY:

To provide services to cancer patients in need and educate the community about cancer. To raise funds for Cancer Research.

JOB DESCRIPTION:

- Drivers
- Make cancer dressings
- Serve tea to patients waiting at the clinic
- Typists
- Visit patients, very selective

QUALIFICATIONS:

- Dependable
- Male and Female

TIME INVOLVED:

Half-day a week, daytime

TRAINING:

Orientation meetings - Art of Understanding - Care and Caring Course.

BUS SERVICE:

- For Metropolitan Hamilton District: "Barton" or "Cannon" bus.
- For Mountain & District Unit: "Upper James" or "Crosstown" bus.
- For Dundas and District Unit: "Dundas" bus from the Bus Terminal.

CANADIAN HEARING SOCIETY - THE

402-A Concession Street,
Hamilton, Ontario.
L9A 1B7

PHONE: 389-1353

Mrs. Ginny Glubber,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

To provide job placement, counselling and interpreting for deaf and hard of hearing persons.

SPECIFIC SERVICES:

- TTY (Telephone for the deaf) - Installation and repair - Newsletter
- Parents' Group for hearing parents with deaf children (with guest speakers)
- Young Deaf (adults) Social Group
- Sign Language Classes
- Summer Day Camp for deaf children
- Financial assistance for those in need of a hearing aid, etc.
- Information Services (i.e., answer basic questions about deafness).

JOB DESCRIPTION:

Volunteers needed in many areas:

- Sign language interpreters to interpret in meetings, doctors' offices, Union meetings, etc.
- Use the telephone for deaf people trying to find apartments.
- Work on committees of the Board (e.g., Public Relations, Education, TTY, etc.)
- People to work with deaf individuals and deaf families under a training-on-job program.
- Guest speakers and skills people for deaf youth group.
- Outings, visiting, counselling.

QUALIFICATIONS:

Depending on the volunteer job.

TIME INVOLVED:

Up to the volunteer and the job chosen.

TRAINING:

On-the-job training, except for Sign Language Interpreters.

BUS SERVICE:

"Upper Ottawa", "Upper Gage", "Upper Sherman" or "Upper Kenilworth" bus.

PARKING:

Free parking facilities on the street.

CANADIAN NATIONAL INSTITUTE FOR THE BLIND

PHONE: 529-7464

1686 Main Street West,
Hamilton, Ontario.
L8S 1G4

Miss Debbie McDonald,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To offer a service program to registered blind and a blindness prevention program. The Institute receive young people with multi-handicaps, retardation, slow learners, deaf-blind.

JOB DESCRIPTION:

- Volunteer will read into tapes for students, particularly in universities (limited program).
- Volunteers read to clients who do not have contacts who can read to them.
- Assist with recreation programs (wide and varied programs).
- Visitors: In homes, nursing homes, hospitals, senior citizens' homes.
- Resident Visitors: Write letters, walks, shopping, involving residents in community affairs (church, clubs, etc.).
- Drivers are needed occasionally for transportation.
- Crafts & Health Shows: When occasion arises, to sell handcrafts or manning booth with C.N.I.B. literatures.

QUALIFICATIONS:

- Male or Female
- Interest in reading or in sports
- Patience - Challenge
- Special request for volunteers under 30 years to visit and go shopping with young people.

TIME INVOLVED:

Half-day a week - Some evening visiting and recreation involvement

TRAINING:

On-the-job training - Challenge is there - It might seem mundane, but to break through and be accepted is quite a thrill.

BUS SERVICE:

"Main West" bus.

PARKING:

CANADIAN OPERA GUILD - HAMILTON REGION BRANCH

PHONE: 632-7769
(home)

"Puppet Opera Players",
c/o Mrs. R. Prentice,
320 Walker's Line,
Burlington, Ontario.
L7N 2C7

Mrs. Andrea Prentice,
Producer & Director.

PURPOSE OF AGENCY:

To promote Opera and introduce Opera to young children.

Note: The Burlington group has been active for 3½ years and has played to over 13,000 children. They would like to establish a group in Hamilton.

JOB DESCRIPTION:

- Need a director in Hamilton. Someone interested in this project of promoting opera. She would look after bookings, storing of equipment (stage, tapedeck, speakers, puppet trunk, etc.).
- Need Puppeteer, Narrator and Sound and Light operator - No experience necessary.
- Work with "Hansel & Gretel" puppet opera with hands over head.

QUALIFICATIONS:

- Must be between 5'3" in height. Free during the day.
- Stamina required (in neck and shoulders).
- Any age
- Congenial, sense of humour
- Should have car at disposal (not absolutely necessary but useful)
- Unnecessary to like Opera

TIME INVOLVED:

- September to May, excluding December - 12:30 p.m. to 4:00 p.m.
- Wednesday or other if preferred
- Once trained, will go out every 2 weeks (afternoons) to schools.

TRAINING:

On-the-job training.

CANADIAN RED CROSS SOCIETY

PHONE: 529-1171

Hamilton Branch,
400 King Street East,
Hamilton, Ontario.
L8N 1C3

Mrs. Jessie MacNab,
Vice-President,
Volunteer Recruitment.

PURPOSE OF AGENCY:

In time of peace or war, to carry on and assist in work for the improvement of health, the prevention of disease and the mitigation of suffering throughout the world.

JOB DESCRIPTION:

- Making crafts for sale with money raised for international Aid.
- Clerical work
- Telephoning for Blood Donors at Branch Office.
- Drivers (Will have the use of Red Cross' stationwagons)
- Emergency Services: for night duty when called by Fire Department
- Corps: Driving ill and disabled persons to clinics, hospitals (must be referred by Public Health Department). - Driving blood donors to and from Blood Donor Clinic.
- Family Health: This program is designed to teach individuals to care for the sick or convalescent in their own homes and has been jointly developed by St. John Ambulance and The Canadian Red Cross.

QUALIFICATIONS:

- Male or Female
- Reliable
- Interest in people

TIME INVOLVED:

Half-day per week or whatever time the volunteer has to spare.

TRAINING:

General orientation

BUS SERVICE:

"King" or "Delaware" bus.

C.A.R.E. (Operated by Mental Health/Hamilton)

PHONE: 529-9933

12 Victoria Avenue North,
Hamilton, Ontario.
L8L 5E1

Miss Janice Duda,
Social Services Director.

PURPOSE OF AGENCY:

To provide a satisfactory atmosphere for socializing. Recreative and rehabilitative activities are available for lonely, elderly or ex-psychiatric patients.

JOB DESCRIPTION:

- To talk and listen to people who drop in to C.A.R.E.
- To be a friend to them.
- Activities include: Crafts, cards, bingo, bowling, movies, dancing, or any special skills a volunteer could contribute to new activities.

QUALIFICATIONS:

- Patience
- Non-judgmental attitude
- Empathy

TIME INVOLVED:

As much time as the volunteer would like to contribute.

TRAINING:

On-the-job training.

BUS SERVICE:

"King" bus.

CATHARINE BROCK HOME

20 Emerald Street South,
Hamilton, Ontario.
L8N 2V2

PHONE: 529-8414

Mrs. Mary Cornell,
Co-ordinator of Volunteers.

PURPOSE OF HOME:

To provide a recovery home for women with alcoholic problems - Half-way house.

JOB DESCRIPTION:

- Answering door and telephone
- Work with residents on a one-to-one basis with household chores (laundry, meals, etc.)
- Work with residents with crafts and games
- Go out with resident on job placement
- Offer words of encouragement

QUALIFICATIONS:

- Female - Mature - 18 years old and up
- Volunteers screened
- Empathetic - Understanding of disease of alcoholism
- Open-minded - Non-judgmental
- Respect privacy of residents

TIME INVOLVED:

Half-day or a day per week.

TRAINING:

Training on-the-job by the Director. Participation in a life skills programme.

BUS SERVICE:

"King" bus.

PARKING:

Parking facilities available.

CATHOLIC CHILDREN'S AID SOCIETY
OF HAMILTON-WENTWORTH

PHONE: 525-2012

Suite 302,
 627 Main Street East,
 Hamilton, Ontario.
 L8M 1J5

Mrs. Sheila Johnson,
 Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To assist in the development of healthy family life and in keeping family and child together wherever possible.

JOB DESCRIPTION:

- Driving: Transporting children to medical appointments, for home visits or to play therapy. - Infant into Care teams of two people transport newborns from hospital to foster homes or to adoption placement.
- Special Friend: To a child, teen or single parent. Involves weekly contact of 2-3 hours and phone calls as needed. This is usually for a 6-12-month period with staff supervision and support.
- Tutoring: Either at the child's home or at school to enable a child to keep up with his work probably after disruptive schooling. Helps provide educational/social skills. Volunteers are also trained in the Dr. Stott method for assistance in reading and language skills.
- Babysitting: In the client's home for worthwhile group meetings such as Parents Anonymous or recreation groups or at the Agency for family conferences. The children often need the stimulus that the babysitter provides to play more effectively.
- Outings: To provide supervision and escorts on special outings.
- Clerical: To work at the Agency, typing, filing and occasionally as a receptionist - at special times this involves a telephone committee.
- Assistants in a Recreation Programme
- Short-term Foster Parent Relief
- S.T.E.P. (Systematic Training for Effective Parenting): This program is run and organized by trained volunteers as leaders. New leaders are always needed.
- Afternoon Break: A Monday afternoon program for mothers with pre-schoolers. Volunteers care for the children to give Mom a break. There is a nursery school program for the older children.
- Toy-Lending Library: Just beginning. Volunteers will be needed in all areas.

CATHOLIC CHILDREN'S AID SOCIETY (CONT'D)
OF HAMILTON-WENTWORTH

QUALIFICATIONS:

- Male or Female - 16 years of age and up - Seniors welcome
- Ability to relate well with people and work as a team member
- Be non-judgemental
- Show reliability and dependability both to the Volunteer activity and to supervision.

TIME INVOLVED:

As related to the activity

TRAINING:

- Orientation by Volunteer Supervisor and Staff
- Monthly meetings sharing a written monthly report where applicable
 - continued education as related to the task.
- Ongoing supervision by appropriate staff persons

BUS SERVICE:

"King" bus.

CATHOLIC YOUTH ORGANIZATION

90 Stinson Street,
Hamilton, Ontario.
L8N 1S2

PHONE: 528-0011
528-0012

Mr. Peter Rosser,
Program Director.

PURPOSE OF AGENCY:

To provide activities of a spiritual, civic-cultural, recreational and social nature for Catholic Youth.

JOB DESCRIPTION:

- Sports - i.e., boys' basketball, girls' basketball, softball, soccer including coaches, officials, convenors, volleyball and hockey instructors.
- Self-improvement leaders, drama leaders.
- Leadership training program for youth and self-improvement: i.e., posture, cooking, serving, first aid, woodwork, soldering, arts and crafts, crocheting, copper tooling.

QUALIFICATIONS:

- Male and female - 16 years and up to and including Senior Citizens.
- Skills in different areas preferred.
- Understanding and patient - Real interest in youth.

TIME INVOLVED:

Two hours a week or more depending on the time the volunteer has.

TRAINING:

By staff of organization.

BUS SERVICE:

"Delaware" bus.

CENTRAL DAY CARE INC.

PHONE: 527-2811

101 Catharine Street South,
Hamilton, Ontario.
L8N 2J5

Mrs. Janet Hodgkinson,
Volunte r Co-ordinator.

PURPOSE OF AGENCY:

To provide day care for children ranging in age from six weeks to six years.

JOB DESCRIPTION:

- Assisting with groups of children so that:
 - (a) a wider variety of experience can be given;
 - (b) they can make more visits to places of interest.
- Working with a particular child with a need for a **one-to-one** relationship in order to fully develop.

QUALIFICATIONS:

- Love for and understanding of young children.
- 15 years and older
- Patience

TIME INVOLVED:

The children can use whatever you can spare.

TRAINING:

On-the-job training.

BUS SERVICE:

"King" or "Delaware" bus.

Parking:

Parking facilities available.

CENTRAL PARK LODGE

35 Arkledun Avenue,
Hamilton, Ontario.
L8N 2H5

PHONE: 522-2471

Mrs. C. Lechner,
Administrator.

PURPOSE OF AGENCY:

To provide residential living for our elderly citizens - with emphasis on independence, mobility, individuality.

JOB DESCRIPTION:

- Persons who enjoy spending a few hours with the older citizens, to talk to them; to help them shop; to choose clothes; to help write letters for those who can't; take them to doctors' appointments; to work with Social Hostess.
- Staff to plan, arrange and assist in activities such as crafts; exercise class, bingo, tuck shop, church activities; and special events such as dances, parties, special dinners, etc.

QUALIFICATIONS:

- Mature person, between 18 years and up.
- A person who is honest, enjoys elderly, patient, understanding.
- No special talents, just an eagerness to help elderly seniors enjoy life.

TIME INVOLVED:

As much as the volunteer would like to put into the job.

TRAINING:

On-the-job training at the Lodge with Manager and Social Hostess.

BUS SERVICE:

Any "Upper" busses. Bus stop at Lodge's entrance (just before going up the "Jolly Cut").

CFMU -FM, RADIO McMASTER

PHONE: 528-9888

Room 301, Hamilton Hall,
McMaster University,
1280 Main Street West,
Hamilton, Ontario.
L8S 4K1

Mr. Kenneth L. Brown,
Station Manager.

PURPOSE OF AGENCY:

To offer an alternative to commercial radio stations in the Hamilton listening area, and at the same time to offer some experience to those interested in the various facets of radio station operations.

JOB DESCRIPTION:

- On-Air Announcing: D.J-ing; News and sports; Commercial; Interviews; Promotional messages, etc., for airing.
- Production: Taping, editing and otherwise producing programmes, interviews, promotional messages, etc., for airing.
- Behind-the-scenes: Work in reporting, engineering, public service announcements, record and information libraries, etc.

QUALIFICATIONS:

Some experience related to the department the volunteer is interested in would be helpful, but a willingness to learn and to put in some regular time in that department is absolutely necessary.

TIME INVOLVED:

About three hours weekly (but this depends completely on the job ... anywhere from two to five hours weekly could be involved).

TRAINING:

Done by others on staff (volunteers and paid staff).

BUS SERVICE:

"West Hamilton" or "University" bus.

CHEDOKE-McMASTER HOSPITALS -
VOLUNTEER SERVICES, McMASTER DIVISION

PHONE: 525-9140
 Ext.2200

1200 Main Street West,
 P.O. Box 2000, Station "A",
 Hamilton, Ontario.
 L8N 3Z5

Mrs. Elizabeth Newman,
 Director of Volunteer Services.

PURPOSE OF AGENCY:

To provide a variety of Volunteer Services to patients, staff and visitors.

TYPES OF ACTIVITIES:

- Concession Areas:
 - Gift Shop - sell or wait on customers
 - Coffee Shop - patients, visitors or staff
 - Dispensary
 - Gift Cart
- Support Services:
 - Assist staff giving information, escorting patients, delivery of flowers/charts, clinical and reception duties.
 - Assist patients and visitors, child-minding, Pediatric and Pre-natal Tours, Library Service, Substitute Family Visiting.
- Patient Services:
 - Ward activity - i.e., helping with meals, service nourishments and socializing with patients.
 - Providing diversional therapy, one-to-one involvements, Psychiatric and general.
 - Play-therapy with children as well as structured activities with Geriatrics.

QUALIFICATIONS:

- Male and female - 14 years and up
- Willingness to learn
- Warm - Outgoing person

TIME INVOLVED:

3 to 4 hours a week

TRAINING:

All prospective volunteers are interviewed by the Director of Volunteer Services and before placement must attend M.U.M.C. general orientation program plus Volunteer Service orientation. Training varies according to placement.

BUS SERVICE:

"West Hamilton" bus.

CHILD AND ADOLESCENT SERVICES -
HAMILTON-WENTWORTH REGIONAL HEALTH UNIT

PHONE: 528-1441

- 74 Hughson Street South,
 P.O. Box 897,
 Hamilton, Ontario.
 L8N 3P6

Mr. Malcolm Beam,
 Psychometrist.

- East-End Office:

PHONE: 545-3093

- 78 Queenston Road,
 Hamilton, Ontario.
 L8K 1E9

Ms. Heather Goulden,
 Team Co-ordinator.

PURPOSE OF AGENCY:

To provide consultation and out-patient treatment to children and parents in Hamilton-Wentworth Region.

JOB DESCRIPTION:

- Tutor-therapist: Volunteer to develop a personal therapeutic relationship with the child who is seen at least once a week for a minimum of an hour. Tutoring is often needed.
- East-End Office also needs tutor-therapists.

QUALIFICATIONS:

- More males are needed than females - Over 21 years old.
- Warm - Accepting - Non-judgmental - Empathic - Active - Committed and involved.

TIME INVOLVED:

- Once a week for at least one hour.
- Long-term commitment.

TRAINING:

Special volunteers' meeting to train volunteers and to provide opportunities for discussion - Team conferences.

BUS SERVICE:

"King" bus for East-End Office.

Any busses going downtown for Hughson Street South Office.

CHILDREN'S AID SOCIETY OF HAMILTON-WENTWORTH

PHONE: 522-1121

143 Wentworth Street South,
Hamilton, Ontario.
L8N 2Z1

Mrs. Carol Adler,
Co-ordinator of
Volunteer Services.

PURPOSE OF AGENCY:

To serve children and families within the provisions of welfare legislation and Board policy.

JOB DESCRIPTION:

- Driver Escorts:
 - Short-term and long-term assignments working with clients and families.
- Therapeutic Counsellors for children (especially teens):
 - Training and supervision supplied.
- Case Aide:
 - To social workers - Some social service experience an asset.
- Remedial Reading Tutors:
 - Using Dr. Stott's program outline, either in small groups or one-to-one basis; no teaching experience necessary.
- Babysitters (at the agency):
 - Team concept - Training provided.

QUALIFICATIONS:

Volunteers should be: Warm - Outgoing - Non-judgmental - Committed to helping others.

TIME INVOLVED:

Varies according to the needs of individual clients and the time the volunteer has to offer.

TRAINING:

All prospective volunteers are interviewed and screened by the Volunteer Co-ordinator before placement. During their first year with the agency volunteers are required to attend orientation and training sessions. On-the-job training is also provided.

BUS SERVICE:

"King" or "Delaware" bus.

CHILDREN'S MUSEUM - THE

PHONE: 549-9285

1072 Main Street East,
Hamilton, Ontario.
L8M 1N6

Mrs. Marjorie Johnston,
Curator.

PURPOSE OF AGENCY:

A participatory Museum, where children can "discover by doing".
Museum open Tuesday through Saturday, from 10:00 a.m. to 4:00 p.m.,
to public; also Sundays from 1:00 p.m. to 4:00 p.m. Open mornings
by appointment to groups (classes).

JOB DESCRIPTION:

- Exhibit Interpreter: Act as a liaison with Museum visitors.
- Exhibit Developers: Special volunteers - sewing, fixing or making (electrical, carpentry, etc.).
- Designing: Art work - of any type for specific exhibits.
- Working on future exhibits: Organizing the artifacts - Collection, documentation, display, etc. - to returning.
- Almost, any and every talent or Interest needed.
- Junior Volunteers Program: Work holidays and weekends - Ages 14-16 (sometimes younger if mature).

QUALIFICATIONS:

- Exhibit Interpreter & Junior Volunteer: No special skills are previously required - The Museum staff will provide orientation for volunteers when they begin.
- Exhibit Developers: General interest or talent.

Note: Volunteers should provide a book or easy to carry activity if attendance at Museum is slow on your shift.

TIME INVOLVED:

- A minimum of three hours per week on a regular basis for Exhibit Interpreter.
- Exhibit Developer: Times vary as demand or need per show. Hopefully, one general evening meeting once a month and small group meeting during week and self-appointed jobs and times.
- Junior Volunteer: Mostly works on holidays, weekends, etc. (or if open on special occasions, in evening).

TRAINING:

No special skills are previously required. - The Museum staff will provide orientation for volunteers when they begin. - Some ongoing training will be done on-the-job, if necessary.

BUS SERVICE: "King" bus

PARKING: Free - surrounds the Museum.

C.H.O.P. (CLEAR HAMILTON OF POLLUTION)

PHONR: 522-1148

c/o 155 James Street South, 6th Floor,
Hamilton, Ontario.
L8P 3A4

Mr. Edgar E. Smee,
President.

PURPOSE OF AGENCY:

C.H.O.P. is a membership of people, associated together for the purpose of self-protection against wanton destruction of the environment and the finite resources that are our heritage. We will use all legal methods open to use in our endeavour. All Hamiltonians are encouraged to help each other in this task. To discuss possible work phone Mr. Smee or any member of the Board. We are volunteers as well.

- To carry out educational programmes on pollution, energy and conservation.
- To provide a voice for citizens on the above and related subjects.
- To work with Government or propose to government on courses of action.

JOB DESCRIPTION:

C.H.O.P. is a volunteer membership association. It is expected that our members will participate to do our work. We can, however, use help:

- Typing: Recording of minutes and letters - Preparing briefs.
- Committee Work: In any capacity including chairing the meetings and co-ordinating work.
- Office: Our office must be maintained by volunteers. The whole gamut of office work is open to help from any who are interested. The office is not something that we have to maintain as a service to the public as in an agency, but is the members' work shop.

QUALIFICATIONS:

- Willingness to learn
- A modicum of intelligence
- Some self-confidence
- Interest in working with people
- Interest in energy conservation and restoration of clean environment.

TIME INVOLVED:

As much as can be afforded.

TRAINING:

On-the-job training by working with others.

CHRIST CHURCH CATHEDRAL

252 James Street North,
Hamilton, Ontario.
L8R 2L3

PHONE: 527-3239
527-3243

Very Rev. J.C. Fricker, Dean
Rev. Peter Elliott, Youth Worker

PURPOSE OF AGENCY:

To teach the Christian Faith and to provide a centre of worship and fellowship for the christian community. To be a centre of culture for the visual and performing arts.

JOB DESCRIPTION:

Parishioners volunteer of their Christian charity in visiting the sick and shut-ins; transporting elderly or infirm to Church; in various Church projects; in teaching the Faith; in working with youth groups; in chores around the building, repairing and painting, and in gardening.

QUALIFICATIONS:

To be capable and willing to do any of the above.

TIME INVOLVED:

As needed.

TRAINING:

As needed.

BUS SERVICE:

"Barton" or "Bayfront" busses.

PARKING:

Parking facilities in the lot off Hughson Street North, behind the Church.

CLARION NURSING HOME

120 Hunter Street West,
Hamilton, Ontario.
L8P 1R1

PHONE: 522-7911

Mrs. Gitta Koziol,
Activity Director.

PURPOSE OF AGENCY:

Nursing Home with 39 residents.

JOB DESCRIPTION:

- Take residents for walks inside and outside of the Nursing Home.
- Play games - e.g., bingo, shuffleboard.
- Visit: Just sit and talk (a lot of elderly are lonesome).
- Assist in various activities and outings.
- Arts and crafts, etc.
- Shopping at the market on Thursdays, from 2:00 p.m. to 4:00 p.m.

QUALIFICATIONS:

- Enthusiastic
- Must enjoy the work and be interested.
- Reliable

TIME INVOLVED:

- Monday to Friday, from 2:00 p.m. to 4:00 p.m.
- Minimum time commitment: 2 hours per week

TRAINING:

Training given by Activity Director.

BUS SERVICE:

"Locke Street" bus.

CONSUMERS' ASSOCIATION OF CANADA

PHONE: 385-1575

c/o 359 Upper Ottawa Street,
Hamilton, Ontario.
L8T 3S5

Mr. J.C. Buchanan,
Treasurer.

PURPOSE OF AGENCY:

- Advocate of consumer rights.
- Bring consumer's views to the attention of governments, producers, trade and industry.
- Examine consumer problems and recommend possible solutions.
- Distribute information on matters of consumer interest.
- Recommend to the government passage of better consumer laws.

JOB DESCRIPTION:

- Participate in research, studies and product surveys.
- Membership promotion.
- Annual meeting planning and program.
- Fund-raising
- Public relations.

QUALIFICATIONS:

Open to all individuals who are interested in the purposes of the Association. Annual membership fee of \$10.00 includes subscription to bi-monthly magazine, Canadian Consumer.

TIME INVOLVED:

As much as or as little as desired.

TRAINING:

BUS SERVICE:

"Upper Ottawa" bus.

CIRCLE OF FRIENDS

PHONE: 522-1148

c/o 155 James Street South, 6th Floor,
Hamilton, Ontario.
L8P 3A4

Ms. Catharina Jager,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To recruit, train, and match volunteers to refugee families and individuals who may benefit from a friend.

JOB DESCRIPTION:

Befriender: To provide emotional support and assist South-East Asian refugees to adjust to new and very different surroundings.

QUALIFICATIONS:

- Male/Female
- Mature persons any age
- Experience with people
- Non-judgmental
- An understanding and tolerance of cultural differences
- Empathy
- Patience

TIME INVOLVED:

Flexible - Long-term commitment - Total minimum commitment: 8 hours per week at volunteer's discretion.

TRAINING:

Complete training services available.

BUS SERVICE:

Any bus going downtown

PARKING:

"Pay" parking lots on King William Street at Mary Street.

C.O.R.E. (COMMUNITY ORGANIZED
RESOURCE ENDEAVOUR) PROJECT

PHONE: 529-4202

c/o Volunteer Bureau,
155 James Street South, 6th Floor,
Hamilton, Ontario.
L8P 3A4

Mr. Don Jaffray,
Committee Member.

PURPOSE OF AGENCY:

To act as a co-operative interagency program providing volunteer resources for community resource and support needs.

JOB DESCRIPTION:

Community Resource Worker: To provide long-term moral and practical support to a client, as an adjunct to treatment and/or in follow-up to treatment or instead of treatment - To provide a constant factor for the client involved in multi-referrals.

QUALIFICATIONS:

- Male/Female - 18 years old and over.
- Good interpersonal skills, knowledge of community resources.
- Should demonstrate a high level of training potential, and be willing to accept responsibility.
- Mature - Reliable - Well adjusted.

TRAINING:

Offers 18 hours of training on community resources, social work guidelines, communications, helping skills, problem-solving and crisis intervention.

TIME INVOLVED:

Time commitment: 6-8 hours per week.

BUS SERVICE:

Varies - Depending on placement.

DALEWOOD RECREATION CENTRE

1150 Main Street West,
Hamilton, Ontario.
L8S 1C2

PHONE: 525-0083

Mr. Nick Scime,
Program Organizer.

PURPOSE OF AGENCY:

To provide recreational services for the community.

JOB DESCRIPTION:

To teach children volleyball, basketball, gymnastics, crafts and cooking.

QUALIFICATIONS:

- Male/Female - 17 years and up.
- Knowledge of volleyball, basketball, gymnastics, crafts or cooking would be an asset.
- Patient - Reliable - Personable.
- Ability to teach children.

TIME INVOLVED: (October to May)

- Volleyball: Wednesdays, 6:00 p.m. to 7:00 p.m.
- Basketball: Saturdays, 10:00 a.m. to 11:00 a.m.
- Gymnastics: Wednesdays, 6:00 p.m. to 7:00 p.m. (Tyro-Tots 4-6 yrs.)
Fridays, 6:00 p.m. to 7:00 p.m. (Boys 9-13 years).
- Candle-Making: Thursdays, 4:30 p.m. to 5:30 p.m. (4-6 years old)
- Cooking: Tyesdays, 4:30 p.m. to 5:30 p.m.

TRAINING:

Candle-making instructions will be given to the volunteers.

BUS SERVICE:

"West Hamilton" or "Main West" bus.

D.A.R.T.S. (DISABLED & AGED REGIONAL TRANSIT SYSTEM) PHONE: 387-0161

Patterson Building, 4th Floor,
Chedoke Division of Chedoke-McMaster Hospitals,
Sanatorium Road,
P.O. Box 6031, Station "F",
Hamilton, Ontario.
L9C 5S2

Mr. Hugh MacNeil,
General Manager.

PURPOSE OF AGENCY:

To transport anyone who is unable to use public transportation.

JOB DESCRIPTION:

- Bookkeeping
- Answering the phone
- Typing
- Filing

QUALIFICATIONS:

- Male or female - 18 years and over.
- Keep confidentiality
- Pleasant on the phone
- Ability to do above-named jobs.

TIME INVOLVED:

Half-day per week - Long-term (indefinite) commitment.

TRAINING:

On-the-job training.

BUS SERVICE:

"Sanatorium" or "Mohawk No. 41" or "Mohawk No. 41-A" bus.

DUNDAS COMMUNITY SERVICES

PHONE: 627-5461

10 Market Street South,
Dundas, Ontario.
L9H 5G4

Mrs. Judy Mintz,
Executive Director.

PURPOSE OF AGENCY:

This is a local citizens' organization which provides assistance to people of Dundas and area in identifying in meeting community needs and issues. It offers a variety of services and social information on Dundas, Dundas Volunteer Services, Legal Aid Clinics, Income Tax Clinics, and a multi-services team of professional affecting counselling in marital, separation, child welfare, youth, family, public health, psychiatry, and provincial financial assistance.

JOB DESCRIPTION:

- Require Board members.
- Information counsellors and volunteers for information service.
- Volunteers to drive handicapped and elderly in shopping, banking, etc.
- Friendly Visitors

QUALIFICATIONS:

- Mature and responsible
- Enthusiastic
- General knowledge of community

TIME INVOLVED:

- Variable for Board members
- For information counsellors, 5 hours per week
- For drivers, 2 hours per week

TRAINING:

Ongoing training.

BUS SERVICE: "Dundas" bus from the Bus Terminal.

PARKING: Parking facilities available.

ELIZABETH FRY SOCIETY - THE

554 Main Street East,
Hamilton, Ontario.
L8M 1H9

PHONE: 527-3097

Ms. Terri-Lee Seeley,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

To assist in the rehabilitation of girls and women who have come into conflict with the law.

JOB DESCRIPTION:

- Institutional Visiting: Hamilton-Wentworth Detention Centre, Vanier, and Sprucedale.
- Group Social Activity: which may include cooking, crafts, sports or life skills.
- Casework: One-to-one basis, home visits and counselling.
- Group Home - Recreation: Bingo, bowling, trips, etc.
 - One-to-one relationship
- Court Program: Provincial Court visits with information-taking and on-the-spot counselling.
- Public Speaking - Fund-Raising - Newsletter
- Social Action Committee: Responding to legislation.
- Community Service Order Program: To supervise probationers, - i.e., assisting in arrangement of placements, supervision, and report-writing.

QUALIFICATIONS:

- Male or female
- Maturity, - Reliability - Warmth - Concern
- Ability to relate to others
- Non-judgmental attitude

TIME INVOLVED:

Long-term commitment - 8 hours per month.

TRAINING:

- Four evening sessions, including films, discussions, and presentations.
- Quarterly meetings for each program.
- Periodic workshops.

BUS SERVICE:

"King" bus.

ENGLISH AS A SECOND LANGUAGE -
PARENTS & PRE-SCHOOLS PROGRAM

PHONE: 529-2948
(Bennetto)

c/o Bennetto Recreation Centre,
450 Hughson Street North,
Hamilton, Ontario.
L8L 4V4

Mr. John Oddi,
Co-ordinator of Volunteers.

LOCATION OF PROGRAM:

BENNETTO RECREATION CENTRE, 450 Hughson Street North, Hamilton.

PURPOSE OF AGENCY:

To teach English as a Second Language and orientation to Canadian way of life to mothers (parents) with pre-school children.

JOB DESCRIPTION:

- The teaching of English as a second language to new Canadian mothers (with pre-school children). Three levels (small classes): Basic, Intermediate, and Advanced.
- To orient them to the Canadian way of life - i.e., field trips, taking them to stores, Art Galleries, etc. - Very flexible.
- To help in the nursery: Teaching English to the pre-school children, games, songs; in some cases babysitting babies.

QUALIFICATIONS:

- Male/Female - 18 years of age and over.
- Warm - Friendly - Understanding - Dependable.
- Sensitive to the problems of the new Canadians.

TIME INVOLVED: (From September to end of May)

Two mornings a week: Mondays and Wednesdays, from 9:30 a.m. to 11:30 a.m.

TRAINING:

No formal training required. Will train on the job - i.e., volunteer can observe classes, will receive books, etc.

BUS SERVICE:

"Bayfront" bus.

PARKING:

Parking available on the street.

ENGLISH AS A SECOND LANGUAGE -
PARENTS & PRE-SCHOOLERS PROGRAM

PHONE: 387-1003
(home)

c/o 67 Gardiner Drive,
Hamilton, Ontario.
L9C 4V3

Mrs. Kathy Kinal,
Supervisor.

LOCATION OF PROGRAM:

Hamilton Collegiate Institute, 143 Sanford Street North, Hamilton.

PURPOSE OF AGENCY:

To teach English as a second language and orientation to Canadian way of life to mothers (parents) with pre-school children.

JOB DESCRIPTION:

- Teach English to new Canadian mothers with pre-school children.
- Orient them to the Canadian way of life.
- Help in the nursery: Teaching English to the children, games, songs, sometimes just babysitting, etc.

QUALIFICATIONS:

- Male/Female - 18 years and over.
- Warm - Friendly - Dependable person.
- Someone who is sensitive and understanding to the problems faced by new Canadians.

TIME INVOLVED: (from September to end of May)

Two mornings a week, Mondays and Wednesdays, from 9:30 a.m. to 11:30 p.m.

TRAINING:

No formal training required. Will train on the job.

BUS SERVICE:

To Hamilton Collegiate Institute, take "Barton" or "Cannon" bus.

ENGLISH AS A SECOND LANGUAGE -
PARENTS & PRE-SCHOOLERS PROGRAM

PHONE: 561-2918
(home)

c/o 127 Gordon Drummond Avenue,
Stoney Creek, Ontario.
L8J 1G1

Mrs. Kay Fright,
Supervisor.

LOCATION OF PROGRAM:

HAMILTON AND DISTRICT MULTICULTURAL CENTRE, 500 James Street North,
Hamilton, Ontario.

PURPOSE OF AGENCY:

To teach English as a second language and orientation to Canadian way
of life to mothers (parents) with pre-school children.

JOB DESCRIPTION:

- Teach English to new Canadian mothers with pre-school children.
- Orient them to the Canadian way of life.
- Help in the nursery - Teaching English to the children, games,
songs, sometimes just babysitting, etc.

QUALIFICATIONS:

- Male or female - 18 years and over.
- Dependable - Warm - Reliable - Patient - Friendly.
- Willing to work with new Canadians and able to understand their
problems as new Canadians.

TIME INVOLVED: (from September to end of May)

Tuesdays, Wednesdays, or Thursdays, from 10:00 a.m. to 12:00 noon.

TRAINING:

Orientation given by the Supervisor.

BUS SERVICE:

"Bayfront" bus.

PARKING:

Parking facilities available.

ENGLISH AS A SECOND LANGUAGE -
PARENTS & PRE-SCHOOLERS PROGRAM

PHONE: 387-1003
(home)

c/o 67 Gardiner Drive,
Hamilton, Ontario.
L9C 4V3

Mrs. Kathy Kinal,
Supervisor.

LOCATION OF PROGRAM:

JAMES STREET BAPTIST CHURCH, corner James and Jackson Streets, Hamilton.

PURPOSE OF AGENCY:

To teach English as a second language and orientation to Canadian way of life to mothers (parents) with pre-school children.

JOB DESCRIPTION:

- Teach English to new Canadian mothers with pre-school children.
- Orient them to the Canadian way of life.
- Help in the nursery: Teaching English to the children, games, songs, sometimes just babysitting, etc.

QUALIFICATIONS:

- Male/Female - 18 years and over.
- Warm - Friendly - Dependable person.
- Someone who is sensitive and understanding to the problems faced by new Canadians.

TIME INVOLVED: (from September to end of May)

Two mornings a week: Tuesdays and Thursdays, from 9:30 a.m. to 11:30 a.m.
OR
Two afternoons a week: Mondays and Thursdays, from 1:30 p.m. to 3:30 p.m.
OR BOTH.

TRAINING:

No formal training required. Will train on the job.

BUS SERVICE:

To James Street Baptist Church, take any busses going downtown.

ENGLISH AS A SECOND LANGUAGE -
PARENTS & PRE-SCHOOLERS PROGRAM

PHONE: 547-6861

Tues. & Thurs.

c/o Ottawa Street Community YWCA,
52 Ottawa Street North,
Hamilton, Ontario.
L8H 3Y7

Mrs. Annie Khoyetsian,
Supervisor.

LOCATION OF PROGRAM:

OTTAWA STREET COMMUNITY Y.W.C.A., 52 Ottawa Street North, Hamilton.

PURPOSE OF AGENCY:

To teach English as a second language and orientation to Canadian way of life to mothers (parents) with pre-school children.

JOB DESCRIPTION:

- Teach English to new Canadian mothers with pre-school children.
- Orient them to the Canadian way of life - i.e., field trips, taking them to stores, Art Galleries, etc. Very flexible.
- Help in the nursery - Teaching English to the children, games, songs, sometimes just babysitting, etc.

QUALIFICATIONS:

- Male or female - 18 years and over.
- Warm - Friendly - Understanding - Dependable.
- Sensitive to the problems of the new Canadians.

TIME INVOLVED: (from Septem er to end of May)

- Two mornings a week, Tuesdays and Thursdays, 9:00 a.m. to 11:30 a.m.

TRAINING:

No formal training required. Will train on the job. - i.e., volunteer can observe classes, will receive books, etc.

BUS SERVICE:

To Ottawa Street Community Y.W.C.A.: Take "King" bus.

PARKING:

Parking facilities available on the street.

FAMILY SERVICES OF HAMILTON-WENTWORTH

PHONE: 523-5640

First Place, 2nd Floor,
350 King Street East,
Hamilton, Ontario.
L8N 3Y3

Mrs. Shirley Jarvis.
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To provide a range of preventive and remedial services to individuals, couples, and families as a means of strengthening the family unit.

JOB DESCRIPTION:

- Friendly Visiting to elderly citizen clients.
- Driving or escorting elderly clients to doctor's appointments, shopping or other destinations.
- Information, linkage and referral to other community resources.

QUALIFICATIONS:

- Male or female - 18 years or older.
- Reliability and willingness to accept responsibility.
- Interest in people - Ability to relate and demonstrate warmth and caring.
- Tolerance of families or persons with differing values.
- Ability to communicate ideas or skills.
- Driver's licence and use of a car (especially for driving elderly clients).

TIME INVOLVED:

Long-term commitment preferred: minimum of 8 weeks; 3-4 hours a week during the day.

TRAINING:

Orientation sessions with staff. On-the-job training with staff.

BUS SERVICE:

"King" or "Delaware" or "Cannon" bus.

PARKING:

Parking facilities underground.

FIRST PLACE COMMUNITY CENTRE

PHONE: 529-2725

First Place, 3rd Floor,
350 King Street East,
Hamilton, Ontario.
L8N 3Y3

Mr. Stuart Summerhayes,
Director.

PURPOSE OF AGENCY:

It is hoped to utilize the talents, skills, and experience of the seniors population to develop programs for the surrounding community in all age categories.

Aims: Development of joint programs with groups such as the Handicapped Association, Hamilton Public Library, Senior Citizens' Centres, Multicultural Groups, Health-Related Groups, and Church Groups, to become of service in the community.

JOB DESCRIPTION:

- To assist staff in planning and carrying out programs and activities of educational, recreational, and social nature.
- To work with other volunteers on programs already established - e.g., cafeteria, hot meals services, reception, and information service, friendly visitors/helpers service.
- To help with office work - e.g., typing, filing, etc. To help promote membership and advertise events - e.g., designing pamphlets and flyers, distributing advertising material, etc.
- To assist with library, crafts, Green-Thumb Room, gardening, carpentry shop, trips, physical fitness, bingo, card parties, music appreciation.

QUALIFICATIONS:

- Male or female - 12 years and up.
- Responsible - Mature - Independent - Sharing of interest.

TIME INVOLVED:

At the selection of the volunteer.

TRAINING:

On-the-job training.

BUS SERVICE:

"King" or "Delaware" or "Cannon" bus.

PARKING:

Parking facilities underground.

GARDINER LODGE INC.

173 Bay Street South,
Hamilton, Ontario.
L8P 3H8

PHONE: 528-1504

Mr. Gordon MacPhail,
Executive Director.

PURPOSE OF AGENCY:

To provide a recovery home for men with alcoholic problems. Three-quarter -way house. Must be working to get in and able to pay their room and board.

JOB DESCRIPTION:

- Visit
- Play cards or games
- Help with job resumes
- Recreation

QUALIFICATIONS:

- Male or female
- Mature person
- Volunteers are screened.

TIME INVOLVED:

- One evening a week

TRAINING:

On-the-job training by the staff.

BUS SERVICE:

"Locke Street" or "Aberdeen" bus.

GENERAL ENRICHMENT PROGRAMME INCORPORATED - THE

PHONE: 528-1441

c/o Child and Adolescent Services,
Hamilton-Wentworth Regional Health Unit,
74 Hughson Street South,
P.O. Box 897,
Hamilton, Ontario.
L8N 3P6

Mrs. Marilyn Becker,
Director.

PURPOSE OF AGENCY:

To provide a therapeutic summer experience for children with learning disabilities and/or emotional problems.

JOB DESCRIPTION:

- Arts and crafts programme
- Reading programme
- Non-competitive recreation programme
- Excursions
- Developmental exercise programme

QUALIFICATIONS:

- Previous experience with children.
- Experience with special children is an asset but not required.
- Caring and understanding of these children's needs.

TIME INVOLVED:

Can be arranged, however, must be consistent.

TRAINING:

Reading material and some sessions.

BUS SERVICE:

"King" or "Barton" bus.

PARKING:

Parking facilities available.

GIRL GUIDES OF CANADA, HAMILTON AREA

918 Main Street East,
Hamilton, Ontario.
L8M 1M5

PHONE: 388-1727
(home)

Mrs. W. T. Clark,
Public Relations Co-ordinator.

PURPOSE OF AGENCY:

To provide opportunities designed to help girls become responsible, resourceful, and happy members of society.

JOB DESCRIPTION:

- Unit Leaders and Assistants for girls' groups:
 - Brownies (6 - 9 years)
 - Guides (9 - 12 years)
 - Pathfinders (12 - 15 years)
 - Cadets (15 - 17+ years)
 - Rangers (15 - 17+ years)
- Leadership Training Group
- Administrative and Committee Work

QUALIFICATIONS:

- Female - 17 years and up
- Enthusiasm and interest
- Dependable and mature
- Willing to accept the ideals and policy of the Girl Guides of Canada/Guides du Canada and to take training courses in the implementation of the Guiding Program.

TIME INVOLVED:

- One evening a week
- Planning programs at home
- One meeting per month for training, or District or Division Meetings.

TRAINING:

Ongoing training provided.

BUS SERVICE:

To Guide House: "King" or "Delaware" bus.

HAMILTON/BURLINGTON Y.M.C.A.

PHONE: 529-7102

Metropolitan Offices,
79 James Street South,
Hamilton, Ontario.
L8P 2Z1

Mr. Jim Sykes,
Metro Volunteer Co-ordinator,
and Manager, Community
Services Branch.

BRANCHES:

Hamilton Downtown Y.M.C.A., Burlington Family Y.M.C.A., Community Services, Camp Wanakita, Hoover Park, Stoney Creek Family Y.M.C.A., and Mountain Family Y.M.C.A.

PURPOSE OF AGENCY:

Physical Education, Youth Work, Adult Education, Camping, International Development, Community Services, Leadership Development.

JOB DESCRIPTION:

Job descriptions are prepared for most volunteer positions. Usually prepared at each Branch of the "Y".

QUALIFICATIONS:

- Volunteer opportunities for anyone with interests and motivations relating to the "Y"'s purpose.
- 16 years and up

TIME INVOLVED:

Depends on the nature of the responsibility and the amount of commitment the volunteer can give.

TRAINING:

Orientation by Board and Committee members and Senior Staff.

BUS SERVICE:

To Metropolitan Office: Any busses going downtown.

HAMILTON AND DISTRICT ASSOCIATION
FOR THE MENTALLY RETARDED

PHONE: 528-0281

191 York Boulevard,
 Hamilton, Ontario.
 L8R 1Y6

Ms. Bernardette Curtis,
 Community Resources Co-ordinator.

PURPOSE OF AGENCY:

To operate and encourage the provision of programs for the mentally retarded in the community.

JOB DESCRIPTION:

- Pre-School Programs:
 - St. Giles Nursery School, St. Giles United Church, Main St. East at Holton Avenue.
 - Child Developmental Centre, 22 Leeming Street.
 - Senior Developmental Centre, Huntington Park Junior School, 80 Kingslea Drive, Hamilton.
- Recreation Programs:
 - Car Drivers for evenings and special trips.
 - Floor Hockey; Leisure Activities: dances, etc.; Coffee House; Summer Recreation Program; Bowling; Swimming; Buddy Program; Woodworking; Teen Recreation Program (Happy Days Club).
- Y.A.C.M.R. (Youth Across Canada with the Mentally Retarded):
 - Volunteers between the ages of 13 and 25.
- Glenview Occupational Centre, 1133 Central Avenue.
 - Teach life skills
- Residence - Adults
- Adult Education:
 - Basic reading and writing.
- Charlton Avenue Family Support Program:
 - Parent relief, adolescent groups.

QUALIFICATIONS:

- Male or female - 13 years old and up
- Patience - Interest in people

TIME INVOLVED:

As mutually convenient.

TRAINING:

Any training required is supplied by the Association.

BUS SERVICE:

- To the Association: Take "York" bus.
- To Leeming Street: Take "Barton" bus.
- To St. Giles Church: Take "King" bus.
- To Huntington Park Jr. School: Take "Upper Ottawa" or "Fennell" bus.
- To Central Avenue: Take "King" bus.
- To Charlton Avenue: Take "Aberdeen" from downtown.

HAMILTON AND DISTRICT EXTEND-A-FAMILY

PHONE: 529-7484

P.O. Box 945, Station "A",
Hamilton, Ontario.
L8N 3P9

Mrs. Ann Van Dyk,
Co-ordinator.

PURPOSE OF AGENCY:

To provide part-time relief for parents of handicapped children.

JOB DESCRIPTION:

Volunteer "Host Families" provide space in their home and loving care of a handicapped child for a day, a month, a weekend, or any pre-arranged duration.

QUALIFICATIONS:

- Love of children
- A safe home environment

TIME INVOLVED:

Up to the individuals involved.

TRAINING:

Ongoing training if required.

HAMILTON AND DISTRICT LITERACY COUNCIL

PHONE: 529-9907

Suite 406,
1 Duke Street,
Hamilton, Ontario.
L8P 1W9

Mrs. Bernice Speck,
Executive Secretary.

PURPOSE OF AGENCY:

To teach basic reading and writing to adult English-speaking non-readers.

JOB DESCRIPTION:

To teach reading and writing to English-speaking adults using the Labauch system.

QUALIFICATIONS:

- Male or female - 18-65 years old
- Good reader, legible writer
- Interest in reading with fluent use of English
- Friendly - Patient - Interested in helping others -
- Able to maintain interest over an extended period.

TIME INVOLVED:

One-year commitment (96 lessons) - Twice a week for 1½ hour.

TRAINING:

Workshop (10-hour) conducted by the Council, using the Laubach system.

OTHER:

Willing to pay for teaching materials plus a registration fee as this is the only way they can operate for the agency has minimal funding.

BUS SERVICE:

To Workshop at Lutheran Church of the Transfiguration: "Upper Wellington"
To the Office: Take any "Upper" busses from downtown.

HAMILTON AND DISTRICT MULTICULTURAL COUNCIL, INC.

PHONE: 528-0258

500 James Street North,
Hamilton, Ontario.
L8L 1J4

Ms. Lydia Goshgarian,
Volunteers Co-ordinator.

PURPOSE OF AGENCY:

To aid immigrants in the integration process, general counselling of immigrants. To provide cultural interaction. To encourage Canadian citizenship.

JOB DESCRIPTION:

- Typing: To type letters, news releases, reports, questionnaires, editing and proof-reading.
- Library Work: Typing of library cards, book pockets and other material. Assist library visitors and classify books in different languages.
- Co-ordination of Programs and Courses: To help organize courses and cultural activities - e.g., exhibitions, seminars, courses, film nights, etc.
- Promotion: To prepare and distribute advertising material. Contact community groups and organize information booths.
- Reception Desk: To give information to clients. Keep filing system up-to-date, etc.
- Languages: Interpreting and translating for the Hamilton and District Multicultural Centre and other social agencies.

QUALIFICATIONS:

- Responsible or reliable people with some experience in dealing with people of various cultural backgrounds.
- Second language might be useful but is not required.

TIME INVOLVED:

Hours are flexible - Short-term or long-term commitment - 3-4 hours/week.

TRAINING:

There will be a general orientation provided outlining the Centre's facilities, services, and activities. Actual training will be provided on the job.

BUS SERVICE:

"Bayfront" bus.

PARKING:

Parking facilities available.

HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUB

PHONE: 549-2814

45 Ellis Street,
Hamilton, Ontario.
L8H 4L8

Mr. John Duffield,
Assistant Director.

PURPOSE OF AGENCY:

To provide a well-organized year-round program for boys and girls.

JOB DESCRIPTION:

- Craft workers to assist in craft program.
- **Assist** or run a woodshop program.
- Physical program leaders to coach and supervise boys and girls in gym program.
- Pool assistants to aid retarded children.

QUALIFICATIONS:

- Male or female - 15 years and up
- Knowledge of crafts, woodshop, swimming, or athletics
- Warm - Friendly - A liking for children -
- People use their own creative abilities.

TIME INVOLVED:

3 to 4 hours a week

TRAINING:

On-the-job training.

BUS SERVICE:

"Barton" or "Cannon" bus.

HAMILTON GENERAL HOSPITAL

237 Barton Street East,
Hamilton, Ontario.
L8L 2X2

PHONE: 527-0271
Ext. 441

Miss Catharine Sheppard,
Volunteers Co-ordinator.

PURPOSE OF AGENCY:

To supplement services to patients, staff and visitors.

JOB DESCRIPTION:

- Junior Volunteers Only:
 - Serve ice water and juices - Evenings.
 - Run errands and assist in the Emergency Department.
 - Assist in Coffee Shop - Evenings and Weekends.
- Senior Volunteers Only:
 - Hostess/Information Desk in Waiting Room, in X-Ray, and outside Operating Room and Intensive Care Unit.
 - Admitting Department
 - Out-patient Department
- Junior and Senior Volunteers:
 - Work with Gift Cart
 - Work in the Gift Shop

QUALIFICATIONS:

- Male or female adults
- Juniors: 15 years old and in high school
- Dependable

TIME INVOLVED:

- Half-day a week or additional time as arranged by the office.
 - Mornings: 9:00 a.m. to 12:00 noon
 - Afternoons: 1:00 p.m. to 4:00 p.m.
 - Evenings: 4:00 p.m. to 8:00 p.m. (Juniors)
 - As arranged (Seniors)

TRAINING:

Orientation and on-the-job training; working with a trained volunteer on Hostess Desks, in special Departments, in Gift Shop and on Carts.

BUS SERVICE:

"Barton" bus.

PARKING:

Parking facilities available.

HAMILTON PSYCHIATRIC HOSPITAL

West 5th Street & Fennell Avenue West,
P.O. Box 585,
Hamilton, Ontario.
L8N 3K7

PHONE: 388-2511
Ext. 265

Mrs. May Crowe,
Co-ordinator of
Volunteer Services.

PURPOSE OF AGENCY:

To serve the mentally ill.

JOB DESCRIPTION:

- Gift Shop
- Recreation
- Drop-in Centres
- Weekly Visiting
- Library
- Social Groups
- Clothing Store
- Coffee House
- Feeding patients
- One-to-one Workers
- Assisting Ward Staff with geriatric patients
- Administration: Fund-raising, Volunteer Association, Organizing Events.
- Volunteers to make items for Gift Shop - i.e., knitting, crocheting, woodworking, etc. Material will be supplied.

QUALIFICATIONS:

- Male or female - 16 years old and up
- Outgoing

TIME INVOLVED:

Three to four hours a week

TRAINING:

On-the-job training. Periodic workshops for volunteers.

BUS SERVICE:

"Upper James", "Fennell" busses.

PARKING:

Parking facilities available.

HAMILTON PUBLIC LIBRARYPHONE: 529-8111

Main Branch.
55 York Boulevard,
Hamilton, Ontario.
L8R 3K1

Anne Spadoni: 527-8122
Gerry Collver: 544-8705

PURPOSE OF AGENCY:

To fulfill the public's information needs, whether for business, education or recreation through a variety of services and materials.

JOB DESCRIPTIONS:

July & August: Conducting a special remedial reading club at six branches and need volunteers to read with young children two days a week at each branch.

QUALIFICATIONS:

- Male or Female - Teenage and up
- Interest in children
- Patience
- Good reading skills

TIME INVOLVED:

Two mornings or two afternoons a week.

TRAINING:

On-the-job training - Minimal.

BUS SERVICE:

To Main Branch: Any busses going downtown.

HAMILTON PUBLIC LIBRARY - LOCKE STREET BRANCH

PHONE: 522-7154

285 Locke Street South,
Hamilton, Ontario.
L8P 4C2

Mrs. Elizabeth Bell,
Librarian.

PURPOSE OF AGENCY:

Library facilities

JOB DESCRIPTION:

Reading to children and listening to them reading.

QUALIFICATIONS:

- Male or female - Teenagers and up.
- Interest in children
- Patient - Good reading skills.

TIME INVOLVED:

July and August - On Tuesdays and Thursdays, from 10:00 a.m. and 2:00 p.m. for approximately an hour.

TRAINING:

General orientation programme.

BUS SERVICE:

"Aberdeen" bus to Locke Street.

PARKING:

Parking facilities on the street.

HAMILTON PUBLIC LIBRARY - PICTON BRANCH

502 James Street North,
Hamilton, Ontario.
L8L 1J4

PHONE: 528-7453

Mrs. Beth Hovius,
Librarian.

PURPOSE OF AGENCY:

Library Summer Reading Program

JOB DESCRIPTION:

Volunteers assisting children to read

QUALIFICATIONS:

- Male or female - Teenagers and up
- Interest in children
- Patient - Good reading skills -

TIME INVOLVED:

July and August - One or two half-days per week

TRAINING:

On-the-job training

BUS SERVICE:

"Bayfront" bus

PARKING:

Parking facilities available.

HAMILTON CULTURE & RECREATION DEPARTMENT
(HAMILTON RECREATION CENTRE - formerly)

City Hall,
71 Main Street West,
Hamilton, Ontario.
L8P 3T4

PHONE: 527-0241
Ext. 412 or
(Bennetto) 529-2948

Mr. John Oddi,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To assure adequate opportunity for every person in the community to engage in satisfying and constructive recreation activities appropriate to his or her age group. These responsibilities are met by:

- Direct operation of facilities and program: Recreation Centres, Arenas, Playgrounds, etc.
- Assistance to other community organizations and agencies: i.e., Community Councils, Sport Groups, Seniors' Centres, etc.
- Leadership training and development: i.e., Coaching Clinics, Lifeguard Courses, Conference Planning.

JOB DESCRIPTION:

Volunteers are needed in every aspect of recreational activities. A few examples that can have direct impact on volunteer and community are:

- Special Needs: Help needed on a 1-1 basis with children suffering handicapped conditions (i.e., physical, emotional, mental).
- Aquatic Program: Aiding in all levels of swimming, from the learn-to-swim program for tiny tot to that of handicapped person.
- Gym Activities: Working with program staff to provide a full range of sport experiences.
- Club and Hobby Involvement: Sharing a specific interest with other members of the community (e.g., macrame, cooking, etc.).
- Outdoor Experiences: Hikes, Baseball, Soccer, Camping, Playgrounds.
- Winter Fun: e.g., coaching a ringette team, flooding a neighbourhood rink.

QUALIFICATIONS:

Generally your interest is the key and your "credentials" can range from the "helper" status to the "specialized" instructor level.

TIME INVOLVED:

Dictated by volunteer's interest, but some commitment is necessary. Varies from weekly involvement to an intensive period daily - usually evenings or weekends.

TRAINING:

Initially a direct contact with the program staff will determine the volunteers training or assistance requirements. This ranges from none to formal instruction.

HAMILTON AND REGION ARTS COUNCIL

PHONE: 529-9485

Hamilton Place,
50 Main Street West,
P.O. Box 2080, Station "A",
Hamilton, Ontario.
L8N 3Y7

Miss Angela Bozzo,
Administrative Secretary.

PURPOSE OF AGENCY:

1. To advocate on behalf of the arts, provide programs that develop community art resources.
2. To offer professional assistance to organizations.
3. To service our widely used information centre relating to art fields.

JOB DESCRIPTION:

- Update catalogued information on area artists, actors, musicians, dancers, artisans.
- Newsheet layout, updating mailing list and sending out newsheet.
- Telephone and clerical work involving servicing the public.
- Preparation and planning for program.

QUALIFICATIONS:

- Male or female
- Interested in increasing one's own knowledge of the arts within the district.
- Ability to work utilizing one's own ideas.
- An interest in developing accuracy
- An interest in promoting the area's arts achievement and potential.

TIME INVOLVED:

Mornings - Three hours - Twice a month.

TRAINING:

On-the-job training, geared to individual's interest and potential.

BUS SERVICE:

Any bus going downtown.

OTHER:

Office open Monday to Friday, from 9:00 a.m. to 4:30 p.m.

HAMILTON REGIONAL INDIAN CENTRE

PHONE: 527-5677

120 John Street North (2nd Floor),
Hamilton, Ontario.
L8R 1H6

Mrs. Isabelle Millette,
Executive Director.

PURPOSE OF AGENCY:

A Friendship Centre - A Referral and Drop-In Centre: offering a program of cultural activities and counselling.

JOB DESCRIPTION:

- Newsletter
- Li'l Beavers aged 6-16: They learn about their culture - They are educated - Recreational activities - Life skills.
- Clerical Work
- Support Group: Fund-raising, research, administration (meetings on the third Tuesday of every month).
- Native Library
- Craft Classes
- Children's Hour: Games, crafts, outings.

QUALIFICATIONS:

- Someone knowledgeable about the native community or able to adapt to the atmosphere.
- Must be willing to learn.

TIME INVOLVED:

Flexible.

TRAINING:

On-the-job training - Volunteer meetings at least once a month.

BUS SERVICE:

"Cannon" or "Barton" or "Bayfront" bus.

HAMILTON-WENTWORTH DETENTION CENTRE

PHONE: 523-8800

165 Barton Street East,
Hamilton, Ontario.
L8L 2W6

Mrs. Alison VanDuzer,
Volunteers Co-ordinator.

PURPOSE OF AGENCY:

To detain and attempt to modify the attitudes of remanded and sentenced offenders.

JOB DESCRIPTION:

- Arts and Crafts: Painting, sketching, hand-sewing, supervising a number of selected inmates.
- Life Skills: Discussing with a group of inmates specific topics such as personal development, money management, career planning, and job search.
- Educational Upgrading: Tutoring inmates on both individual and group basis in math, English, creative writing, typing, or related subjects including Correspondence Courses.
- Hairdressing: Assisting female offenders in good grooming and hair care.

QUALIFICATIONS:

- Male or female - 21 years old and over.
- Mature - Reliable - Trustworthy - Good judgment.
- Willing to abide by institution regulations.
- Participate in orientation/training programme.
- Have necessary technical/educational skills as required.
- Ability to help inmates help themselves.

TIME INVOLVED:

It varies. Generally 2-3 hours weekly.

TRAINING:

Three-part institution orientation/training programme supplemented by occasional training sessions.

BUS SERVICE:

"Barton" bus.

HAMILTON-WENTWORTH HOME CARE PROGRAM

PHONE: 523-8600

71 Emerald Street South,
Hamilton, Ontario.
L8N 2V4

Mrs. Lois M. Walton,
Administrator.

PURPOSE OF AGENCY:

Home Care is a medically-directed co-ordinated health plan for selected patients. The Program provides professional visits to help the patient who is acutely or chronically ill at home. (Home Care is administered by the Victorian Order of Nurses and financed by the Ontario Ministry of Health).

JOB DESCRIPTION:

To drive patients to appointments at doctor's office, clinic or other.

QUALIFICATIONS:

- Male or female
- Good Driver
- Dependable

TIME INVOLVED:

It varies with each patient.

BUS SERVICE:

To Home Care: "King" bus.

HAMILTON-WENTWORTH LUNG ASSOCIATION

570 Upper James Street,
Hamilton, Ontario.
L9C 2Y6

PHONE: 383-1608

Mrs. Cathy Wallace,
Executive Director.

PURPOSE OF AGENCY:

To promote good respiratory health nationally, provincially, and in the Hamilton-Wentworth Region. Through donations received from Christmas Seals, the Association funds many research programs into respiratory diseases and community education programs.

JOB DESCRIPTION:

- Typing, sorting and stamping of literature
- Proof-reading receipts
- Putting literature kits together for ongoing programs
- From June through October: preparing Christmas Seal envelopes for mailing, stuffing, sealing, labelling & bundling.

QUALIFICATIONS:

- Dependable
- Male or female
- No smoking in the office

TIME INVOLVED:

Monday to Friday, from 9:00 a.m. to 4:30 p.m. Extra help needed
June through October in preparation for Christmas Seal Campaign.

TRAINING:

Orientation given by the Executive Director.

BUS SERVICE:

"Upper James" or "Fennell" bus.

HAMILTON-WENTWORTH NURSING HOME

125 Wentworth Street South,
Hamilton, Ontario.
L8N 2Z1

PHONE: 527-1482

Mrs. Lorraine Bonner,
Activity Director.

PURPOSE OF AGENCY:

To provide nursing care for residents.

JOB DESCRIPTION:

- Program Volunteers:
 - Assisting Activity Director with programs and outings (i.e., bingo, going out to the Y.W.C.A., special events, bake sales, holidays.
 - Leading activities (i.e., games, horticultural program, exercises, discussion group, music - playing an instrument or records for the residents).
- Service Volunteers:
 - Visiting residents regularly on a one-to-one basis.
 - Helping with letter-writing, reading, feeding.
 - Second language volunteers needed (Hungarian, Polish).

QUALIFICATIONS

- Able to deal with elderly people who are sick or mentally confused.
- Able to handle depression (of residents and themselves).
- Needs little rewards, volunteer must be stable and reliable.

TIME INVOLVED:

One hour a week or more, preferably in daytime 9:00 a.m. to 4:30 p.m.

TRAINING:

Training will be provided by the Activity Director.

BUS SERVICE:

"King" or "Delaware" bus.

HENDERSON GENERAL HOSPITAL

711 Concession Street,
Hamilton, Ontario.
L8V 1C3

PHONE: 389-4411
Ext. 318

Mrs. Aileen Rowell,
Volunteers Co-ordinators.

PURPOSE OF AGENCY:

To supplement services to patients, staff and visitors.

JOB DESCRIPTION AND TIME INVOLVED:

- Serving Tea and Coffee on Rehabilitation Ward:
From 3:00 p.m. to 4:15 p.m., Tuesday and Thursday.
- Escorting Patients to Diabetic Classes:
From 1:30 p.m. to 3:30 p.m.
- Working with Gift Cart on Wards:
From 9:00 a.m. to 12:30 p.m. or from 1:00 p.m. to 4:00 p.m.
- Diversional Therapy: Take craft cart to wards and teach crafts to patients - From 9:00 a.m. to 12:00 noon.
- Visitor Control at Intensive Care Unit:
From 2:00 p.m. to 4:00 p.m. or from 7:00 p.m. to 8:00 p.m.
- Baby Photos - Taking photos of newborn babies:
From 9:30 a.m. to 11:30 a.m.
- Escort Duty for Pre-natal Tour:
From 7:00 p.m. to 9:00 p.m., second and fourth Wednesday evening.
- Occupational Therapy: Working with patients under direction of therapist, assisting in a program of General Household Duties and activities of daily living.
- Ward Patient Care - Assistance with supper tray - Filling water jugs:
From 4:30 p.m. to 8:00 p.m.
- Flower Detail - Change water and rearrange flowers for the patients:
From 4:00 p.m. to 8:00 p.m.
- Maternity Nourishments - Fill water jugs on patients' tables and distribute milk and juices: From 7:00 p.m. to 8:30 p.m.

QUALIFICATIONS:

- Male or female - Adult or Teen.
- Dependable and sociable - Like working in a hospital atmosphere.

TRAINING:

Orientation by co-ordinator and on-the-job training for specifics.

BUS SERVICE:

"Upper Sherman" or "Upper Gage" or "Upper Kenilworth" bus.

HOMESTEAD ASSOCIATION FOR SUBSTITUTE
FAMILY LIVING INC. - THE

PHONE: 529-0454

326 Locke Street South,
Hamilton, Ontario.
L8P 4C6

Rudy & Velva Devries,
House Co-ordinators.

PURPOSE OF AGENCY:

A group living situation for post-psychiatric adults, male and female, geared to assist in the individual's growth toward a greater degree of independence.

JOB DESCRIPTION:

Volunteers to teach on a one-to-one basis:

- Basic life skills cooking, cleaning, mending, personal cleanliness
- Refinishing of furniture/various woodworking projects.
- Crafts: leather work, macrame, hooking rugs, needlepoint, etc.
- Create an interest in playing musical instruments and learning.
- Association is open to new ideas, projects and suggestions as well.

QUALIFICATIONS:

- Male or female - Age not important.
- Very patient - Able to motivate others - Energetic.
- Prefer people with Christian commitment.
- Will be dealing with persons 22-35 years of age.
- Perhaps skilled in what you are teaching.

TIME INVOLVED:

- Any day (except Sunday), between the hours of 8:00 a.m. to 5:00 p.m. or 7:00 p.m. to 10:00 p.m.
- Approximately 2 hours a week or as long as a directed course would last.

BUS SERVICE:

"Locke Street" bus.

HOPE HAVEN HOMES INCORPORATED

984 Montclair Avenue,
Hamilton, Ontario.
L8M 2E6

PHONE: 547-1815

Ms. Winnie Capriotti,
Director.

PURPOSE OF AGENCY:

To provide an emergency home for the abused families of problem drinkers.

JOB DESCRIPTION:

Days: In-house, Informal Counselling - Working with children of all ages.

Nights: Sleepover, 11:00 p.m. to 8:00 a.m. - Person to receive during this shift and answer the phone.

QUALIFICATIONS:

- Genuine interest in people
- Understanding and knowledge of the abused family situation due to alcohol-related problems
- Must like children

TIME INVOLVED:

Days: 9:00 a.m. to 3:30 p.m.

Nights: 11:00 p.m. to 8:00 a.m.

Weekends

TRAINING:

Training given by Staff re: Intake, Referral, Informal Counselling, Telephone

BUS SERVICE:

- "King" bus (walk three blocks)
- "Fennell" bus (walk one block)
- "Delaware" bus (walk two blocks)

PARKING:

Parking facilities available.

HUNTINGTON PARK RECREATION CENTRE

PHONE: 385-4911

87 Brentwood Drive,
Hamilton, Ontario.
L8T 3W4

Mr. Len Bieksa,
Program Organizer.

PURPOSE OF AGENCY:

To provide recreational services for the community.

JOB DESCRIPTION:

- ADULTS wanted as coaches for girls' basketball league on Saturday afternoons.
- ADULTS wanted to assist in a children's handicap learn-to-swim program.
- TEENS wanted to assist in children's learn-to-swim program.

QUALIFICATIONS:

- Patience and knowledge of basketball
- No formal qualifications but must know how to swim.
- Teens interested in becoming lifeguard.

TIME INVOLVED:

Basketball: 2-3 hours per week from October to March.
Swimming: Fridays, from 9:30 a.m. to 11:00 a.m. or 1:15 p.m. to 2:30 p.m. or BOTH.
Learn-to-Swim: Saturdays, from 9:00 a.m. to 12:30 noon. Minimum time commitment is one hour per week.

BUS SERVICE:

"Upper Ottawa" bus.

HAMILTON SOCIETY FOR THE PREVENTION
OF CRUELTY TO ANIMALS (S.P.C.A.)

PHONE: 547-1257

658 Parkdale Avenue North,
Hamilton, Ontario.
L8H 5Z4

Mr. James H. Bandow,
General Manager.

PURPOSE OF AGENCY:

Community Animal Shelter operates Lost and Found Departments for pets and investigates alleged cruelty-to-animals complaints.

JOB DESCRIPTION:

- Telephone Follow-Up: To contact individuals having reported their pets lost during the proceeding week to determine if the pet is still lost; to encourage individuals to visit the shelter to see if their pet (especially cats) might be in the Stray Department.
- Groomer: To clean, bath, and brush dogs and cats selected for adoption.

QUALIFICATIONS:

- Able to deal with the public by telephone.
- Ability to handle animals.

TIME INVOLVED:

- Telephone Follow-Up: Approximately 2 hours (4:00 p.m.-6:00 p.m.)
- Groomer: Approximately 2 hours (between 12:00 noon and 4:00 p.m.)

TRAINING:

On-the-job training.

BUS SERVICE:

"Parkdale" bus (stops $\frac{1}{2}$ block away)

PARKING:

Free parking facilities on the property.

INFORMATION FLAMBOROUGH

PHONE: 689-7880

15 Mill Street South, Suite 104,
P.O. Box 240,
Waterdown, Ontario.
LOR 2H0

Ms. Donna Elliot,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

Maintain a data bank of all community information.

JOB DESCRIPTION:

- Answer telephone and provide information on any subject.
- Research and update information.

QUALIFICATIONS:

Good telephone manner

TIME INVOLVED:

Two shifts: 9:30 a.m. to 12:00 noon and 1:00 p.m. to 3:30 p.m.,
Mondays to Fridays - Volunteers can choose their shift.

TRAINING:

On-the-job training.

BUS SERVICE:

Bus from the "Bus Terminal".

JEWISH SOCIAL SERVICES

57 Delaware Avenue,
Hamilton, Ontario.
L8M 1T6

PHONE: 528-8579

Mrs. Carol Krames,
Director.

PURPOSE OF AGENCY:

To meet social needs, help with problems (personal, financial, crisis, emergencies) of the Jewish community. Sheltered Workshop, Social Casework, programming for Seniors and Resettlement.

JOB DESCRIPTION:

- Home Visiting: Visit "shut-ins" people in the community who for physical or emotional reasons are unable to get out - Encourage people to attend our programs. Be A Friend!
- Assist with Our Programs: We can use volunteers to help the instructors, arts and crafts, men's club, new programs.
- Run a New Program: Have some ideas? We'd love to hear about them. May be you could run a program with us.

QUALIFICATIONS:

- Male or Female - Any age.
- Reliable - Patient - Non-judgmental.
- Enjoy working with senior citizens.
- Work with initiative and independence.
- If volunteer is able to speak Yiddish, it is a definite asset.

TIME INVOLVED:

- Home Visiting: It is flexible.
- Assist with Our Program: It depends on time of program.
- Minimum time commitment: 1 to 2 hours per week.

TRAINING:

An ongoing training program is available with volunteer meetings, speakers, plus available staff person for all problems.

BUS SERVICE:

"Delaware" bus.

JOHN HOWARD SOCIETY OF HAMILTON - THE

PHONE: 545-4040

19 Albert Street,
Hamilton, Ontario.
L8M 2Y1

Mr. Charles Henderson,
Executive Director.

PURPOSE OF AGENCY:

To provide counselling and practical assistance to inmates and ex-inmates of Correctional Institutions and their families; to provide information and education to the community about the Criminal Justice system; and to influence progressive changes in that system.

JOB DESCRIPTION:

- Voluntary Clients: Counselling and practical assistance for ex-inmates who have voluntarily approached the agency.
- Parole Supervision: Act as parole supervisor for men serving a period of Parole or mandatory supervision.
- Families: Counselling and practical assistance for families of inmates.
- Women's Group: A mutual help and discussion group for wives, mothers, and girlfriends of inmates. Provide monthly transportation to Federal Institutions (Kingston area).
- Attendance Centre: Working with male juvenile probationers aged 13-15, tutoring, crafts, sports, field trips. (one-to-one counselling, nights, male or female).
- Community Education: Assist with community education projects such as public seminars, prison arts, information packages.
- Community Assessments: Investigating and evaluating the release plans of men who have applied for parole or temporary pass from Correctional Institutions or Federal Penitentiaries.
- Pre-Trial Service: Supervision of individuals released on bail, up to the time of their trial.

QUALIFICATIONS:

Males or Females - Minimum age: 21 - Reliable - Mature individuals who can relate well to people in a non-judgmental way - Must be willing to assume a high degree of initiative and independence.

TIME INVOLVED:

Flexible

TRAINING:

Individual orientation interviews and on-the-job training; occasional group meetings.

BUS SERVICE:

"King" or "Delaware" bus.

PARKING:

Parking facilities available.

JUVENILE PROBATION AND AFTER-CARE

PHONE: 525-1553

Ministry of Community and Social Services,
Children's Services Division,
St. John's Place, 2nd Floor,
499 King Street East,
Hamilton, Ontario.
L8N 1E1

Mr. Jim Wilkinson,
Probation & After-Care Officer.

PURPOSE OF AGENCY:

Supervision of children placed on probation by the Nuvenile Court.
Supervision of training school wards returned to the community.

JOB DESCRIPTION:

- Presently not using volunteers on a one-to-one bais.
- Volunteers required to help out in Court: Court duties work or intake work for clients who are placed on probation at Court.
- Answering telephone.

QUALIFICATIONS:

- Males or Females
- Mature persons having experience of working with children.

TIME INVOLVED:

Long-term commitment for a year for work in Court.

TRAINING:

Ongoing training.

BUS SERVICE:

"King" or "Cannon" bus.

PARKING:

At Courts: Pay parking.

L'ARCHE HAMILTON

PHONE: 549-8391

1622 King Street East,
Hamilton, Ontario.
L8K 1T7

Sister Elizabeth Organ,
Director.

PURPOSE OF AGENCY:

Community-residential service for mentally handicapped adults.

JOB DESCRIPTION:

One part-time secretary/bookkeeper.

QUALIFICATIONS:

Secretarial-bookkeeping skills

TIME INVOLVED:

Half-day a week

TRAINING:

Secretarial/bookkeeping skills.

BUS SERVICE:

"Delaware" bus (get off at Graham Street).

LOCKE STREET YOUTH SERVICES

162 Locke Street South,
Hamilton, Ontario.
L8P 4A9

PHONE: 529-3019

Miss Deborah Stinson,
Volunteer Co-ordinator
and Office Manager.

PURPOSE OF AGENCY:

Youth self-help programs for Kirkendall area. Provides recreational programs, counselling, and referrals.

JOB DESCRIPTION: (SUMMER ONLY)

- Arts and crafts instructors
- Recreation workers
- Youth Counsellors
- Drivers

QUALIFICATIONS:

- Ability to work in unstructured programs.
- Ability to get on with youth.

TIME INVOLVED:

Two or three hours on any day during weekends.

TRAINING:

Four weeks of initial training plus in-service training.

BUS SERVICE:

"Locke Street" bus.

PARKING:

Parking facilities available on the street.

L.O.N.A.R. (LINKING OF NEEDS AND RESOURCES)

50 Murray Street West,
Hamilton, Ontario.
L8L 1B3

PHONE: 525-8240
or 525-8663

Mr. Terry Cassidy,
Project Director.

PURPOSE OF AGENCY:

To assist marginally unemployable individuals in acquiring marketable work habits through participation in work, academic and social meetings and settings.

JOB DESCRIPTION:

- Classroom Volunteers: To work with someone who has less than a Grade 8 level of academic functioning -- involves listening to someone read and helping along.
- Work Area Volunteers: To provide skill support with the work supervisors to several participants involved in a work setting (e.g., woodworking, nutrition, ceramics, appliance repair, janitorial, upholstery, moving, office work, etc.).

QUALIFICATIONS:

- Able to appreciate and to convey the worth of the people involved (Welfare recipients).
- Humour - Patience - Personal togetherness - Commitment and reliability.

TIME INVOLVED:

Minimum time commitment: half-day each week.

TRAINING:

Informal and ongoing training -- generally on a one-to-one basis.

BUS SERVICE:

"Bayfront" or "Barton" busses.

LYNWOOD HALL CHILDREN'S CENTRE

526 Upper Paradise Road,
Hamilton, Ontario.
L9C 5E3

PHONE: 389-1361

Mr. Alex Thomson,
Program Director.

PURPOSE OF AGENCY:

To provide residential care, home care, and day-care treatment to emotionally disturbed latency through adolescent youth and their families.

JOB DESCRIPTION:

- Couple or family to visit or take out a disturbed child on a regular weekend basis.
- People who would be willing to act as a friend to an individual child.

QUALIFICATIONS:

- Males or Females
- Concrete commitment to long or short-term programs.
- Experience with, or exposure to, emotionally disturbed children is an asset.

TIME INVOLVED:

Dependent upon interests and abilities - Evenings, late afternoons, weekends, year-round.

TRAINING:

Orientation and supervision by Program Director.

BUS SERVICE:

"Sanatorium", or "Mohawk" or "Fennell" busses.

PARKING:

Parking facilities available.

MACASSA LODGE AND MACASSA OUTREACH PROGRAM

PHONE: 385-6813

701 Upper Sherman Avenue,
Hamilton, Ontario.
L8V 3M7

Mrs. Melanie Scandlan,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

1. To provide committees to plan, organize and enrich new or established programs with the aim of inviting involvement of residents both in planning and participating in activities.
2. To provide activities and services of a wide variety in order to reach residents with varied backgrounds, abilities and interests.
3. To provide an environment which encourages our residents to remain part of the community.
4. To provide ways and means whereby the residents can contribute to the enrichment of the community - e.g., choir, dance class, music group, teaching help, retirement preparation, etc.

JOB DESCRIPTION:

1. Take individual residents for walks, including wheelchair residents soon Special Care residents.
2. Shop for or with a resident.
3. Act as a visitor to residents, especially the Bed-Care and those normally not having visitors, and residents temporarily in hospital.
4. Help a resident with small sewing repairs (buttons, hems, etc.) and do small items of ironing for particular residents.
5. Play games or cards with residents, individual or group arrangements, including indoor and outdoor.
6. Accompany residents to doctor's office, clinic, or hospital, etc.
7. Assist residents with letter writing, reading, etc.
8. Assist with giving comfort to residents (drinks, feeding, etc.).
9. Assist adjuvants in their group programs.
10. Assist Recreation Staff with their program or run own program:
 - (a) Bingo night
 - (b) Accompany residents on outings, outside entertainment, visit to clubs, etc.
 - (c) Tuck-Shop Cart for Bed-Care.
 - (d) Cards and Stamp sale.
 - (e) Assist with Physical Fitness Class.
 - (f) Baking Class and Afternoon Tea
 - (g) Assist in Craft program, preparation of materials, finishing, organized crafts on Bed-Care.

cont'd ...

MACASSA LODGE AND MACASSA OUTREACH PROGRAM

PHONE: 385-6813

JOB DESCRIPTION: (continued)

11. Assist Housekeeping and Dietary Staff on occasions.
12. Drive or serve Meals-on-Wheels.
13. Assist in Woodworking area.
14. Horticulture program or Maintenance of Plants in Lodge.
15. Ceramics Program (Tuesdays and Wednesdays, from September to June.
16. Assist van driver with participants of Outreach Program.
17. Assist in establishing and maintaining Foot Clinic.

QUALIFICATIONS:

- Desire to work with the elderly.
- Male or Female - 16 years old and over.
- Skill or interest in crafts, card games, and other activities.

TIME INVOLVED:

Crafts and Activity Programs: Weekdays from 9:00 a.m. to 11:30 a.m.
or from 1:00 p.m. to 3:30 p.m.

Meals-on-Wheels: For two hours at noon, one day per week.

Volunteers Hours: Mondays thru Fridays, from 9:00 a.m. to 3:30 p.m.
Minimum time commitment: 2-3 hours per week.

TRAINING:

Volunteers will work with staff in activity programs. Volunteers for Meals-on-Wheels will receive instruction from staff and assistance if desired.

OTHER:

Reimbursement for gasoline mileage available in certain cases.

BUS SERVICE:

"Upper Sherman" or "Mohawk" bus.

PARKING:

Parking facilities available.

MacNAB STREET Y.W.C.A. - ADMINISTRATIVE DEPARTMENT

PHONE: 529-8121

75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

Mrs. Anne Stewart,
Adult & Youth Director.

PURPOSE OF AGENCY:

"Enriched by the Christian faith and by worldwide membership, the Young Women's Christian Association seeks to provide opportunities for personal growth, to deepen concern for human needs, and to act responsibly in the world community."

JOB DESCRIPTION:

Administrative Volunteers:

- Registration: Assistance at beginning of new Program terms in September, January, March, and June.
- Committee Work: To serve on Program Committees for various departments. Committee members should represent the general membership and the community and help staff be aware of needs of the community. They are responsible for examining and evaluating programs and assist with special events.
- Boutique Salesperson: The Boutique is completely operated by volunteers with all proceeds going to World Service of the Y.W.C.A.

QUALIFICATIONS:

- Female - 18 years old and over
- Public Relations Skills.
- Patience

TIME INVOLVED:

Minimum time commitment: 3 hours per week

TRAINING:

On-the-job training.

BUS SERVICE:

Any busses going downtown.

PARKING:

In parking lots nearby.

MacNAB STREET Y.W.C.A. - ADULT
GROUP HOME FOR MENTALLY RETARDED

PHONE: 529-8121

75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

Mrs. Anne Stewart,
Adult & Youth Director.

PURPOSE OF AGENCY'S PROGRAM:

The Adult Group Home is a residence for mentally retarded women who have come from the community and institutions. The programme consists of the development of practical life skills, social interaction skills, a positive self-concept, motivation towards independent living, and the opportunity for integration in the community.

JOB DESCRIPTION:

Working at the Adult Group Home as a volunteer requires:

- Involvement with the women (residents), on a one-to-one basis and/or in group work. Volunteers would act in:
 - A befriending role with the residents, and be engaged in helping Staff with:
 - Special outings such as picnics, recreation events.
 - Organizing craft nights.
 - Aid in the teaching of intellectual skills such as reading or counting.
- The list of possibilities in this area is endless.

QUALIFICATIONS:

- Female - 21 years old and over.
- Must have a positive and mature attitude towards retardation, normalization and integration into the community.
- Experience with mentally retarded persons is a necessity.
- A high level of consistency and patience is important to befriend and teach the residents.
- Non-judgmental

TIME INVOLVED:

Flexible - Must donate a consistent block of time for a pre-agreed length of time. Special situations may be excepted. Minimum time requirement: 4 hours per week.

TRAINING:

Half-day orientation session - On-the-job training given by the Group Home Leader.

BUS SERVICE:

Any busses going downtown.

PARKING:

In parking lots nearby.

MacNAB STREET Y.W.C.A. ADULT
& YOUTH EDUCATION DEPARTMENT

75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

PHONE: 529-8121

Mrs. Anne Stewart,
Adult & Youth Director.

PURPOSE OF AGENCY:

To provide opportunities for personal growth. To deepen concern for human needs. To act responsibly in the world community.

JOB DESCRIPTION:

Adult & Youth Education Department:

- Pot-Hab Volunteers: (Teacher's Aide with handicapped adults)
 - Assist instructor with clay work.
 - Make coffee and tea.
 - Help students with clay work.
 - Usher students to pottery room.
 - Help wheelchair patients in and out of bathroom
- Playschool Program: (Child Care Assistant)
 - Assist instructor with crafts, storytelling, games, etc.
 - Take children to washroom.
- Craft Instructors:
 - Plan and teach different craft programs.
- Volunteer Hostesses for trips and tours.

QUALIFICATIONS:

- Pot-Hab Volunteers: Pottery experience - Experience working with handicapped persons (M.S., C.P., blinds).
- Playschool Program: Work experience with children - Babysitting experience.
- Craft Instructors: Teaching experience - Knowledge of crafts.

TIME INVOLVED:

Minimum time commitment: 2 hours per week.

TRAINING:

On-the-job training.

BUS SERVICE:

Any busses going downtown.

PARKING:

In parking lots nearby.

MacNAB STREET Y.W.C.A. - AQUATIC DEPARTMENT

PHONE: 529-8121

75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

Mrs. Corry Steenkist,
Aquatic Director.

(If unable to contact, call Mrs. Anne Stewart.)

PURPOSE OF AGENCY:

"Enriched by the Christian faith and by worldwide membership, the Young Women's Christian Association seeks to provide opportunities for personal growth, to deepen concern for human needs, and to act responsibly in the world community."

JOB DESCRIPTION:

Aquatic Department:

- Assistant in Tote Room directing members to various program areas,
- Assistance in Senior Citizens Swim-time in helping Seniors in and out of water.
- Pre-school Swim Program: Helping mothers and children with equipment.
-

QUALIFICATIONS:

- Red Cross Instructor or strong swimmer.
- Volunteers in the pool should be strong deep-end swimmers.
- Instructors qualifications are an asset but not necessary.

TIME INVOLVED:

September to June, Sundays from 12:00 noon to 2:00 p.m. or from 11:00 a.m. to 1:00 p.m. - Minimum time commitment: 1-2 hours per week.

TRAINING:

Understand needs of disabled - Some knowledge of type of disability.

BUS SERVICE:

Any busses going downtown.

PARKING:

In parking lots nearby.

75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

Miss Sandy Straw,
Physical Education Director.

(If unable to contact, ask for Mrs. Anne Stewart.)

PURPOSE OF AGENCY:

Social Services and Recreation.

JOB DESCRIPTION:

Physical Education Department:

- Babysitting: To supervise with one Staff person children, 3 months-5 years (whose mothers are involved in Y.W.C.A.'s activities).
- Gymnastics Instructor: To teach girls (ages 5-17 years) Olympic gymnastics all apparatus.
- Junior Gymkins Instructor: To teach children (4 & 5 years old) in basic movement and gymnastics.
- Tiny Y'ers Gym Instructor: To teach 3-months to 5-years old exercises and small equipment work.
- Women's Fitness Centre Supervision: A responsible adult interested in fitness.

QUALIFICATIONS:

- Babysitting: Like working with children - Female - 18 years and over - Experience working with small children - Ability to do small crafts and games.
- Gymnastics Instructor: Experience in all Olympic gymnastic apparatus - Ability to interpret gymnastics skills to children and teens - Like working with children and teens - Good knowledge and ability to demonstrate as well as teach - Female 18 years & over.
- Junior Gymkins Instructor: Experience working with pre-schoolers - Good working knowledge of movement and gymnastics - Enjoyr working with 4 & 5 year olds (boys and girls)- Female 18 years & over
- Tiny Y'ers Gym Instructor: Enjoy working with babies, toddlers, and their mothers - Basic knowledge of exercises - Willing to assist and learn from Instructor in-charge - Creative and innovative - Female - 18 years and over.
- Women's Fitness Centre Supervision: Prefer person with fitness testing experience - Female - 18 years and over.

TIME INVOLVED:

- Babysitting: Any day - 2½ hours per week minimum time requirement.
- Gymnastics Instructor: A commitment to attend minimum 12 consecutive Saturdays or 12 consecutive Tuesdays and Thursdays.
- Junior Gymkins Instructor: Day time - 2 hours per week.
- Tiny Y'ers Gym Instructor: Mornings - Saturdays: 1 hour per week or Wednesdays or Fridays: 2 hours per week.
- Women's Fitness Centre Supervision: Flexible - Mornings or Afternoons or evenings - Minimum time commitment: 2 hours per week.

TRAINING:

On-the-job training.

BUS SERVICE:

Any bus going downtown.

PARKING: In the parking lots nearby.

MARY-CANNON WOMEN'S CENTRE

PHONE: 523-7880

P.O Box 1003,
135 Mary Street North,
Hamilton, Ontario.
L8N 3R1

Sister Rita,
Co-ordinator.

PURPOSE OF AGENCY:

Referral services, counselling, crafts, and women's outings.

JOB DESCRIPTION:

- Counsellors
- Organizers of drop-in centres.

QUALIFICATIONS:

Female - Mature person - 18 years and over.

TIME INVOLVED:

One afternoon per week from 1:00 p.m. to 5:00 p.m.

TRAINING:

Ongoing training.

BUS SERVICE:

"Cannon" or "Barton" bus.

PARKING:

Parking facilities available.

McMASTER DAY CARE CENTRE INCORPORATED

PHONE: 526-1222

Box 140, McMaster University Campus,
Building No. 41,
1280 Main Street West,
Hamilton, Ontario.
L8S 1C0

Mrs. Shirley Turkstra,
Supervisor.

PURPOSE OF AGENCY:

To provide all day for children (18 months to 5 years old).

JOB DESCRIPTION:

- Indoor/Outdoor Group Play
- Special Activities
- Assisting children with Special Needs
- Trips into the community

QUALIFICATIONS:

- Male or Female
- Mature, sensitive, energetic
- Volunteers are screened.

TIME INVOLVED:

- Daytime - Minimum time commitment: 3-4 hours per week.

TRAINING:

On-the-job training with the Teachers.

BUS SERVICE:

"West Hamilton" or "University" bus.

PARKING:

Parking facilities available.

OTHER:

MEALS-ON-WHEELS (HAMILTON & STONEY CREEK)
(Operated by the Victorian Order of Nurses)

PHONE: 549-4492

88 Maplewood Avenue,
Hamilton, Ontario.
L8M 1W9

Miss Margaret Cummings,
Administrator.

PURPOSE OF AGENCY:

To provide home-delivered hot meals to people who cannot prepare adequate meals for themselves and have no one to prepare meals for them.

JOB DESCRIPTION:

- Drivers: To deliver meals to the home according to prepared route list.
- Servers: To take prepared meals to elderly or disabled along with the driver.
- Day Captains: To assist Administrator in daily supervision of meal packaging and delivery - To instruct volunteers regarding daily service and report to Administrator.

QUALIFICATIONS:

- Male or Female
- Servers should be able to climb stairs - Drivers must have their own car.
- Dependable - Punctual - Observant - Warm - Friendly - Able to keep daily visit brief in interest of fast meal service.

TIME INVOLVED:

Mondays to Fridays - One day a week - from 11:15 a.m. to 1:30 p.m.

TRAINING:

On-the-job orientation by the Administrator.

BUS SERVICE:

"Delaware" bus.

PARKING:

Parking facilities available.

MENTAL HEALTH/HAMILTON

PHONE: 528-7059

Suite 203,
131 John Street South,
Hamilton, Ontario.
L8N 2C3

Ms. Linda Delsey,
Education Co-ordinator.

PURPOSE OF AGENCY:

To ensure the best possible care, treatment and rehabilitation of the mentally ill or mentally disabled, and to promote public awareness regarding mental health.

JOB DESCRIPTION:

- P.O.S.T. (Positive Objective Short-Term): See separate listing for more details - page P-5.
- C.A.R.E. Centre (Rehabilitation, Prevention): See separate listing for more details - page C-6.
- P.E.P. (Preventative Education Program): Public Speakers.
- Library: To assist in the processing and cataloguing of books for the Library being developed for former psychiatric patients.

QUALIFICATIONS:

- Male or Female - 18 years old and over
- Empathetic - Stable - Personable - Friendly
- Also for Speakers: Willingness to learn about mental health and interest in promoting mental health.
- Also for Library Work: Library experience and training preferred but not essential.

TIME INVOLVED:

- Speakers: According to volunteer's availability.
- Library: Mondays to Fridays, mornings, afternoons or evenings - Minimum time commitment: 2 hours per week.

TRAINING:

Training in four sessions.

BUS SERVICE:

Any "Upper" busses to and from downtown.

MISSION SERVICES OF HAMILTON

PHONE: 528-4211

120 Cannon Street East,
P.O. Box 368,
Hamilton, Ontario.
L8N 3C8

Mr. Mark Boughan,
Executive Director
of Men's Residence.

PURPOSE OF AGENCY:

1. To spread the good news of Jesus Christ.
2. To give material and spiritual and emotional assistance to those in need.

JOB DESCRIPTION:

- Working in a Women's Emergency Shelter.
- Working with Alcoholic and Skid Row Men.
- Various office jobs.
- Various handymen's jobs.
- Working in a Material Assistance Shelter.

QUALIFICATIONS:

Desire to serve Jesus Christ with your abilities.

TIME INVOLVED:

Minimum time commitment: half-day per week.

BUS SERVICE:

"Barton" or Bayfront" or "Cannon" bus.

PARKING:

Parking facilities available.

MOHAWK COLLEGE - SALT FLEET CAMPUS

481 Barton Street East,
Stoney Creek, Ontario.
L8J 3Y4

PHONE: 389-4461
Ext. 451

Miss Shirley Ann Wray,
Co-ordinator.

PURPOSE OF AGENCY:

Offers education programs that are relevant to the needs of the industrial and social community that surrounds it. It also offers courses of interest to New Canadians.

JOB DESCRIPTION:

Assisting in tutoring English and Math.

QUALIFICATIONS:

Male or Female - 17 to 60 years of age - Good understanding of Math and/or English.

TIME INVOLVED:

Flexible - Mondays to Fridays - From 8:30 a.m. to 12:00 noon or from 12:00 noon to 6:00 p.m.

BUS SERVICE:

"King-Reid" bus to Eastgate Shopping Plaza, then go to Main Gate and take the "Stoney Creek" bus (card on windshield marked "Barton-Puritan").

PARKING:

Parking facilities available.

MOUNT HAMILTON BAPTIST DAY CAMP

PHONE: 388-2882

440 Upper Wentworth Street,
Hamilton, Ontario.
L9A 4T7

Mrs. Murray

PURPOSE OF AGENCY:

To provide a stimulating holiday experience for city children, on a daily basis.

JOB DESCRIPTION:

- Craft Director: To help in supervising children (ages 6-11) during daily craft sessions. Materials are provided. Help in planning future craft projects.
- Sports Director: To plan and organize sport activities for group of approximately 18 children.
- Assistant Leader: To help Director of Camp in outings with children.

QUALIFICATIONS:

- Must like children
- Physically active
- Should be a good adult model (or teenage) for kids, as they tend to copy.

TIME INVOLVED:

Mondays to Fridays - Hours are negotiable and flexible at times -
Maximum time commitment: 9:00 a.m. to 3:30 p.m., daily.
Minimum time commitment: two hours per week.

TRAINING:

On-the-job training.

BUS SERVICE:

"Upper Wentworth" or "Upper Ottawa" busses.

PARKING:

Parking facilities available.

MOUNT HAMILTON BAPTIST DAY CARE

440 Upper Wentworth Street,
Hamilton, Ontario.
L9A 4T4

PHONE: 388-2882

Ms. Judy Baillie

PURPOSE OF AGENCY:

We are a Day Care Centre and a community service.

JOB DESCRIPTION:

- Teacher's helper
- Assistant Cook
- Maintenance person

QUALIFICATIONS:

Persons who have had some experience in understanding how to be with young children.

TIME INVOLVED:

Open from 6:30 a.m. to 5:30 p.m. - The volunteers hours are his/her time during these hours.

TRAINING:

None.

BUS SERVICE:

"Upper Wentworth" or "Upper Ottawa" busses.

PARKING:

Parking facilities available.

MOUNTAIN FAMILY Y.M.C.A.

Fenworth Place Offices,
550 Fennell Avenue East,
Hamilton, Ontario.
L8V 4S9

PHONE: 383-2139

Mr. George Potter,
Branch Manager.

PURPOSE OF AGENCY:

To provide year-round recreational and educational programming for all ages in the Mountain community. Activities fall into the categories of Pre-school, Youth, Adults and Senior Citizens, and a Day Care Centre.

JOB DESCRIPTION:

- Assist and develop Pre-school Programs for children.
- Instruct in any of a number of existing programs: Crafts, Fitness, etc., or develop new programs for youth, adult, and seniors.
- Act as an assistant to our secretarial or receptionist staff in greeting people, providing program information, and answering phones, or typing.
- Assist in after-school activities for youth.
- Assist in Day Care Centre.

QUALIFICATIONS:

- Genuine interest in people.
- Ability to be firm and objective.
- In specialized areas, necessary training for skill.

TIME INVOLVED:

Varies from occasional special project to regular weekly or monthly activities requiring two to four hours.

TRAINING:

Agency Staff will aid each volunteer in understanding the Y.M.C.A.'s programs and operations.

BUS SERVICE:

"Upper Wentworth" or "Fennell" busses.

MOUNTAIN NURSING HOME LIMITED

840 Concession Street,
Hamilton, Ontario.
L8V 1E2

PHONE: 389-4200

Mrs. Olga Street,
Activity Director.

PURPOSE OF AGENCY:

To give more meaning and quality to life through outside contact with people of the community.

JOB DESCRIPTION:

- Work on a one-to-one basis with Nursing Home residents.
- Many varied projects and activities to coincide with interests of volunteers.

QUALIFICATIONS:

- Male or Female
- High school students and up
- Willing to accept supervision
- Interest in aged, lonely, mentally retarded younger residents.
- Screening by interview

TIME INVOLVED:

Once a week (or more if available).

TRAINING:

Will work under supervision of Professional Staff.

BUS SERVICE:

"Upper Kenilworth" bus.

PARKING:

Parking facilities available.

MULTIPLE SCLEROSIS SOCIETY OF CANADA
- HAMILTON AND DISTRICT CHAPTER

PHONE: 527-7874

48 Wentworth Street South,
Hamilton, Ontario.
L8N 2Y3

Mrs. Dorothy Thomas,
Executive Secretary.

PURPOSE OF AGENCY:

To assist Multiple Sclerosis patients to achieve maximum effectiveness.

JOB DESCRIPTION:

- Drivers: To drive to and from socials.
- Provide and serve lunches for the monthly social event.

QUALIFICATIONS:

- Accepting
- Understanding
- Male or Female

TIME INVOLVED:

Once a month

TRAINING:

On-the-job training.

BUS SERVICE:

"King" bus.

NATIONAL PAROLE SERVICES

PHONE: 523-2695

Room 411,
150 Main Street West,
Hamilton, Ontario.
L8P 1H8

Mr. Craig Townson,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

To provide direct supervision for persons granted parole who are serving the balance of their sentence.

JOB DESCRIPTION:

- Personal visits to parolees' homes.
- Contact Social Agencies such as Welfare, or Manpower, etc., to help parolees.
- Assist parolee to join social groups in the community.
- Make sure that he abides by the conditions of his parole agreement.
- Discuss with him any problems such as marital, family or employment problems.
- Investigating suitability of parole applicants' release plans.

QUALIFICATIONS:

- Male or female - Minimum age: 21 years
- Responsible and dedicated
- Dependable, reliable
- Volunteers are expected to submit simple monthly progress reports.

TIME INVOLVED:

Long-term commitment, 3 to 4 hours a week, day or evening

TRAINING:

- Approximately 6 weeks
- Attend V.P.O. meetings twice monthly

BUS SERVICE:

"Main West" or "West Hamilton" busses.

NATIVE WOMEN'S CENTRE -

PHONE: 522-1501

(HAMILTON-WENTWORTH CHAPTER OF NATIVE WOMEN INC.)

47 East Avenue North,
Hamilton, Ontario.
L8L 5H4

Mrs. Virginia LaValley,
Executive Director.

PURPOSE OF AGENCY:

To promote dignity and self-worth. To fulfill leadership roles among our people. To provide Native Women with a place to meet in their search for identity and recognition.

JOB DESCRIPTION:

- Answering telephones.
- A "Mother's helper" needed to provide relief to mothers staying at the Centre while they attend self-growth meetings, etc.
- Assisting in production of monthly newsletter.
- Exterior maintenance of residence in appropriate season (i.e., summer: mowing lawn; fall: raking yard; winter: shovelling snow; spring: planting garden; etc.).
- Heavy duty interior cleaning and maintenance (i.e., insulating, window cleaning, etc.).

QUALIFICATIONS:

- No specific qualifications for either males or females.
- Just a willingness to work.

TIME INVOLVED:

As much or as little time as applicable (i.e., 2 or 3 hours monthly for newsletter).

TRAINING:

No training required.

BUS SERVICE:

"Cannon" or "King" busses.

OTHER:

The Centre is willing to provide bus tickets for volunteers in exchange for services rendered.

ONTARIO HEART FOUNDATION

PHONE: 522-3838

Suite 411,
20 Hughson Street South,
Hamilton, Ontario.
L8N 2A1

Mrs. Charlotte Freeman,
Hamilton Co-ordinator.

PURPOSE OF AGENCY:

To maintain public support and raise the funds needed for a broadly-based research and educational programme in the field of heart and related diseases.

JOB DESCRIPTION:

- To build good-will in Wentworth and Halton funeral homes by visiting with supplies that assist them in handling the memorial donations.
- To assist the February door-to-door fund-raising campaign by organizing an area.
- To distribute educational materials to hospitals, drug stores, schools, factories; and maintain contact with the people involved.

QUALIFICATIONS:

- Male or female
- Mobile
- Able to get along with people and talk easily and aware of the need for heart research.

TIME INVOLVED:

As required.

TRAINING:

When necessary, will be trained by the Co-ordinator.

BUS SERVICE:

Any bus going downtown.

ONTARIO MARCH OF DIMES

495 Woodward Avenue,
Hamilton, Ontario.
L8H 6N6

PHONE: 547-9233

Ms. Heather Bullock,
Community Development
Manager.

PURPOSE OF AGENCY:

Integration of physically disabled adults through job retraining and community development.

JOB DESCRIPTION:

- Clerical - typing, book orders, maintenance of resource library.
- Public Speaking.
- Manual assistance with Obstacle Course - Set up and monitoring of wheelchairs on ramps.

QUALIFICATIONS:

Open commitment required.

TIME INVOLVED:

Optional.

TRAINING:

Orientation provided.

BUS SERVICE:

"Bayfront" bus.

O.P.I.R.G. - HAMILTON
(ONTARIO PUBLIC INTEREST RESEARCH GROUP)

PHONE: 523-0131

Room 115, Wentworth House,
Sterling Street,
McMaster University,
1280 Main Street West,
Hamilton, Ontario.
L8S 4K1

Mrs. Donna Elliott,
Co-ordinator.

PURPOSE OF AGENCY:

To offer students and any interested members of the public a chance to be involved in public education projects directed as constructive social change.

JOB DESCRIPTION:

- To plan and carry out popular education programs on a variety of issues such as energy, food, educational and environmental health, freedom of information, etc. Staff (paid) and Board of Directors (volunteers) would provide direction and assistance as well as materials and financial support, for approved projects.
- Various tasks related to popular education events such as preparing publicity mailouts, posters, etc. Needed at specific times, for short duration - call-in basis.
- Cataloguing, filing and typing file cards and labels for resource centre materials. Staff would be available to train and assist volunteers in using OPIRG Hamilton filing system which is quite simple but "unique" since it was devised by staff and volunteers over a two-year period.
- Conducting short-term research projects on issues relevant to OPIRG and the larger community.

QUALIFICATIONS:

- Male or female.
- Must be serious-minded, reliable, with enthusiasm for taking on controversial issues.
- Sense of humour, bright, with ability to be co-operative and imaginative.
- People already motivated to take some action in changing intolerable situations - i.e., "activists".
- People who enjoy educating and involving others.
- Most important are interest in social-political issues and willingness to work co-operatively.

TIME INVOLVED:

- Monday to Thursday - Mornings, or afternoons - with some weekends.
- Preferably ongoing but not necessarily.

BUS SERVICE:

" West Hamilton" or "University" busses.

OTTAWA STREET COMMUNITY Y.W.C.A.

52 Ottawa Street North,
Hamilton, Ontario.
L8H 3Y7

PHONE: 547-6861

Mrs. Jill Rumble,
Executive Director.

PURPOSE OF AGENCY:

To offer physical and health education activities, social clubs and informal educational programs to women and girls, men and boys.

JOB DESCRIPTION:

- Gym for Tiny Tots: 3-5 years - Tuesday, Wednesday, Thursday - 10:00a.m. or 2:00 p.m.
- Gymnastics and Sports Programs for Boys and Girls: Tuesday to Friday from 4:30 p.m. to 9:30 p.m.; Saturday from 9:00 a.m. to 5:00 p.m.
- Drop-in Centre for Teens and Young Adult (dance) and Snack Bar: Thursday night from 6:30 p.m. to 10:00 p.m.
- Play and Learn for 3-5 years old - Friday morning from 9:30 a.m. to 11:30 a.m.; and Monday afternoon from 1:30 p.m. to 3:30 p.m.
- Swimming Pool for Children and Adults: during week and weekends.
- March Break & Christmas: School children programmes (3 days)
- Summer Day Camp: July and August from 9:00 a.m. to 4:00 p.m.
- English Classes: Tuesday and Thursday from 9:15 a.m. to 11:15 a.m.
- Members for Committees, Board and Management.
- Senior Citizens Centre - a variety of recreation programmes during the week - swimming, fitness, crafts, sewing, square dance, cards.

QUALIFICATIONS:

- Dependable males and females - All ages
- Interest in youth, assisting the community
- Practical skills in swimming, gymnastics or sports
- Adult teachers for English classes
- Interest in summer day camp

TIME INVOLVED:

Half-day per week or more - Evenings

TRAINING:

Leaders Corps at Y.W.C.A. for teenagers (September to May) - Orientation for adults for Committees and Board.

BUS SERVICE:

"King", "Cannon" or "Fennell" busses.

PARENTAL STRESS SERVICES/PARENT ANONYMOUS

P.O. Box 843,
Burlington, Ontario.
L7R 3Y7

PHONE: 689-8137
(office)

Ms. Susan Mulligan,
Managing Director.

Call "Hot Line" number (527-5717 or 632-7976)
ONLY when there is no answer at the office.

PURPOSE OF AGENCY:

To provide services, support and caring to troubled and overwhelmed parents. To befriend parents, to listen, to care, and to offer support in a non-threatening way - believe in helping parents help themselves. To help parents feel better about themselves as people and as parents - to see themselves as worthwhile, capable and responsible. To help parents alter ineffective child-rearing patterns.

JOB DESCRIPTION:

- Phone Volunteers: Parents who feel good about their parenting most of the time listen and support parents who call in overwhelmed by the job of parenting.
- Group Sponsors: Must have some professional and/or group skills - Help with meetings of parents who are experiencing ongoing difficulty with their children.
- Parent Aides: Make visits to parents to help them deal more constructively with crisis and stressful situations.

QUALIFICATIONS:

- Men and women who have a deep respect for the self-help concept and who understand the joys and frustrations of being a parent.
- Must be able to generate hope and confidence in parents who have little faith in themselves or the future.
- Must understand themselves and be able to use that understanding to help others.
- Must be caring human beings, willing to listen, be involved, and provide emotional support to parents in stress.

TIME INVOLVED:

Phone Volunteers: Shifts on phones every 10 to 14 days.

Group Sponsors: Attend weekly meetings with parents - Have telephone contact with parents during week.

Parent Aides: Time varies (basically as required by parents).

TRAINING:

Orientation with team of professionals who will be ready to advise. Monthly in-service training meetings (volunteers learn to express their caring more effectively, increase their knowledge of child development and parenting skills, and deepen their awareness of themselves.

PARTICIPATION HOUSE - HAMILTON & DISTRICT

PHONE: 692-4465

2030 Trinity Church Road,
R.R. #1,
Binbrook, Ontario.
LOR 1C0

Ms. Eleanor Jackson,
Volunteer Co-ordinator.

PURPOSE OF AGENCY:

To meet the needs of our physically handicapped young adult residents.
To provide an atmosphere in which independence, security, love, laughter, and privacy is part of their unique dwelling.

JOB DESCRIPTION:

- Aide Program
- Helpers for dinnertime, seven days per week, Sunday through Saturday, from 4:30 p.m. to 6:30 p.m.
- Helpers for lunch times, Saturday and Sunday, from 11:30 a.m. to 1:30 p.m.
- Assistance in Recreation Program: Outings, Horticulture, Crafts, etc.
- Visiting: on a one-to-one basis.
- Swimming Programs from 9:00 a.m. to 11:00 a.m.
- Laundry and mending help.
- Drivers needed
- Typing, filing, answering telephone.

QUALIFICATIONS:

- Male/Female
- Mature - Understanding - Tactful - Neat appearance - Patience.

TRAINING:

On-the-job training, also interest sharing workshop.

TRANSPORTATION:

Own transportation is necessary.

PLANNED PARENTHOOD SOCIETY OF HAMILTON

PHONE: 528-3009

4 Catharine Street North,
Hamilton, Ontario.
L8R 1H8

Mrs. Mabel Burns,
Executive Director.

PURPOSE OF AGENCY:

To instruct and provide services to person in all methods of family planning.

JOB DESCRIPTION:

- Receptionist.
- General nursing duties.
- Assist doctors in clinics.

QUALIFICATIONS:

- Female.
- Prefer people with professional training (e.g., Registered Nurses, Social Workers).
- Nursing persons must be Registered Nurses.

TIME INVOLVED:

3 to 4 hours a week.

TRAINING:

Provided by staff.

BUS SERVICE:

"King" or "Cannon" or any busses going to Gore Park.

PARKING:

Parking facilities available.

PLAYTIME DAY NURSERY

195 Parkdale Avenue South,
Hamilton, Ontario.
L8K 3P5

PHONE: 549-5314

Mrs. L. Unkerskov,
Supervisor.

PURPOSE OF AGENCY:

Education and care of pre-school children.

JOB DESCRIPTION:

- Volunteer for day care working with pre-school children in regular day care programs.

QUALIFICATIONS:

- Interest in working with children. Must have E.C.E. papers.

TIME INVOLVED:

From 8:30 a.m. to 5:00 p.m.

TRAINING:

On-the-job training.

BUS SERVICE:

"King" bus.

PARKING:

Parking facilities available.

P.O.S.T. (Operated by Mental Health/Hamilton)

PHONE: 529-9933

12 Victoria Avenue,
Hamilton, Ontario.
L8L 5E1

Miss Janice Duda,
Social Services Director.

PURPOSE OF AGENCY:

P.O.S.T. - Positive Objective Short-Term.

To bring volunteers to clients who are in need of a one-to-one relationship to help them achieve objectives such as new social contacts, integration into community life, better interpersonal relationships and such. (These clients are usually ex-psychiatric).

JOB DESCRIPTION:

- The volunteer would spend a minimum of 3-4 hours a week with the client.
- The activities would depend on the tastes, interests, and hobbies of the client and the volunteer.

QUALIFICATIONS:

- Good listening skills, empathy and a non-judgmental attitude.

TIME INVOLVED:

3-4 hours weekly.

TRAINING:

Training program starting in the fall will include communication and listening skills, use of community resources.

BUS SERVICE:

"King" or "Cannon" busses.

PROCTOR MANOR NURSING HOME LTD.

PHONE: 545-2427

81 Proctor Boulevard,
Hamilton, Ontario.
L8M 2M5

Mrs. Marjorie Whitehead,
Activity Director.

PURPOSE OF AGENCY:

To provide an Extended Care facility for geriatric patients.

JOB DESCRIPTION:

- Play games
- Read
- Visit
- Help with crafts, etc.

QUALIFICATIONS:

- Pleasant manner.
- Is interested in elderly people.

TIME INVOLVED:

Time could be from 10:00 a.m. to 12:00 noon or from 1:00 p.m. to 3:00 p.m. or from 6:00 p.m. to 8:00 p.m. or any time that is convenient for the volunteer, as long as it is on a regular basis (k.e., monthly, weekly or daily).

TRAINING:

Provided by the staff.

BUS SERVICE:

"King" bus.

RAPE CRISIS CENTRE (HAMILTON)PHONE: 525-4573

215 Main Street West, 2nd Floor,
Hamilton, Ontario.
L8P 1J4

Ms. Donna Slater,
Director.

PURPOSE OF AGENCY:

1. To demonstrate concern for victims of rape and sexual assault through providing confidential counselling to victims and their families, according to their wishes and needs.
2. To promote change in the wider community through the further sensitization of both professionals in the health care and social service field and lay people to the problem of rape and sexual assault and the trauma of the victim.
3. To encourage and develop the interchange of knowledge and experience relating to the special problems of assault victims and make the benefit of this experience and knowledge available to any victim in need of information.
4. To co-operate with other institutions and organizations in order to provide better care for rape and sexual assault victims.
5. Community Outreach Volunteer Program.

JOB DESCRIPTION:

- Volunteer Counsellors:
 - Staffing 24-hour Crisis Line.
 - Providing information and confidential counselling to rape victims and their families and friends.
 - Accompanying victim to hospital, police station, court.
- Public Educators:
 - Speaking to community, educational and professional groups.
 - Maintaining the Centre's library of articles and books.
 - Initiate contact with community groups who have had little or no contact with the Crisis Centre and to negotiate public education programs specific to the needs of those groups.

QUALIFICATIONS:

- Female - 18 years old and over.
- Sensitive - Responsible - Non-judgmental - Able to listen.
- Committed to providing care and understanding to women in crisis.
- Committed to improving public attitudes towards victims of sexual assault through education.
- Awareness of the effects of socialization on men and women.

TIME INVOLVED:

Volunteers are expected to remain involved in Centre activities for 12 months after training. The number of hours worked each week is negotiable. Each volunteer must attend one evening meeting each month for in-service training and case discussion.

TRAINING:

An intensive 10-week course that explores the motivations for and reactions to rape and teaches skills necessary for crisis intervention and public speaking.

RED HILL CHILDREN'S CENTRE

25 Mount Albion Road,
Hamilton, Ontario.
L8K 5S4

PHONE: 526-4401

Mr. Gary Schwoob,
Assistant Supervisor.

PURPOSE OF AGENCY:

Children's Centre integrated day care for children with special needs (i.e., developmentally delayed, single-parent families). Special focus on parent involvement and education.

JOB DESCRIPTION:

- To undergo a medical examination and chest x-ray before participating in the program.
- To work within the framework of a Regional Children's Centre, observing all Regional policies and procedures.
- To be able to follow direction and accept constructive criticism.
- To work as a team member within the group to which they are assigned.
- To respect implicitly the confidentiality of all information he/she is given.
- To commit a minimum of half-a-day weekly to participating at the Centre (i.e., 8:30 a.m. to 12:00 noon, Monday through Friday).
- To participate in an initial orientation programme and any ongoing training which is provided by the Centre.
- To inform the Centre beforehand if they are to absent on their planned participation day, by phoning the Centre.
- To fill out all necessary forms before their first day's attendance at the Centre.
- To be responsible for their own learning by meeting every three months with their supervising teacher to plan new goals for themselves on the job.

QUALIFICATIONS:

- Some experience with pre-school children.
- Warmth - Flexibility - Able to accept direction and criticism.
- Must be at least 16 years old.
- Must be willing to learn.

TIME INVOLVED:

- Minimum: One half-day per week - Maximum: Five half-days per week

TRAINING:

In-service orientation scheduled regularly depending on needs of group.

BUS SERVICE:

"Parkdale" or "Delaware/Main West" bus - Both busses stop within one block of the Centre. (One block south of King Street East)

PARKING:

Free parking on the lot.

REGISTRY - THE

Mailing at Christmas Time:

c/o The Salvation Army,
28 Rebecca Street,
Hamilton, Ontario.
L8R 1B4

PHONE: Number is
circulated
to agencies
and churches
in November,
each year.

Mailing Before/After Christmas:

c/o 541 Mohawk Road West,
Hamilton, Ontario.
L9C 1X5

Mrs. Helen Jones,
Director.

PURPOSE OF AGENCY:

To act as a central checking service, whereby costly duplication may be avoided by agencies, churches, and organizations giving Christmas assistance to needy families. (It is sponsored by the Regional Social Services Department.)

JOB DESCRIPTION: (ONLY IN DECEMBER)

- Filling out and/or checking forms
- Filing - Typing
- Answering the telephone if the Director is otherwise engaged.

QUALIFICATIONS:

- Ability to respect CONFIDENTIALITY.
- Dependable
- Accuracy in filing and/or typing
- Legible handwriting

TIME INVOLVED:

One half-day per week, for 4-5 weeks.

TRAINING:

Typed instructions, plus on-the-job supervision by the Director.

BUS SERVICE:

Usually centrally-located with easy access by bus.

ROBERT MAC HOME FOR RETARDED CHILDREN - THE

PHONE: 527-1313

43 Delaware Avenue,
Hamilton, Ontario.
L8M 1T5

Mrs. Mildred MacGillivray,
Director.

PURPOSE OF AGENCY:

Home for mentally and physically handicapped children. Children
ages: infants to 16 years old.

JOB DESCRIPTION:

- Feeding.
- Cuddling.
- Taking children for walks.
- Reading to the children - Helping them with paper and/or
colouring books with pencil or crayon.
- Games with music.

QUALIFICATIONS:

- Pleasant - Reliable - Enthusiastic
- Male or Female

TIME INVOLVED:

Three hours per week

TRAINING:

On-the-job training.

BUS SERVICE:

"Delaware" bus.

PARKING:

Parking facilities available.

ROBIN'S EARLY CHILDHOOD CENTRE

PHONE: 522-4970

36 Homewood Avenue,
Hamilton, Ontario.
L8P 2M4

Mrs. Mavis Whitworth,
Director.

JOB DESCRIPTION:

- Working with young children from ages 2 to 5.
- Acting as parent support liaison co-ordinator.
- Drivers for special outings.
- Arranging special program or trips for small groups of children.
- Working with small parent group re: hobbies, sewing skills, etc.

QUALIFICATIONS:

- Male or Female - 18 years and over.
- Must enjoy working with young children.
- Willing to accept limits set by the school.
- Reliable - Cheerful - Positive attitude.
- Volunteer with special skills (music, art, sculpture, etc.) who would like to use their talents for children to experience these at their level of understanding and participation.

TIME INVOLVED:

Mondays through Fridays - 9:00 a.m. to 4:30 p.m. - Volunteers have choice of day and time of the day.

TRAINING:

On-the-job training.

BUS SERVICE:

"Locke Street" or "Aberdeen" busses.

OTHER:

Half-day and full-day programs from 7:00 a.m. to 5:00 p.m.

RYGIEL HOME - THEPHONE: 525-4311

431 Whitney Avenue,
Hamilton, Ontario.
L8S 2H6

(from 1:30 p.m. to 9:30 p.m.)

Mrs. Margaret Richer,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

Residential and developmental care for the mentally and physically handicapped.

JOB DESCRIPTION:

Volunteers can be directed to an area of his/her interest both inside and outside the Home, directly and indirectly with residents.

- One-to-one relationship (i.e., Special Friend) spending time with an individual resident and encouraging him/her to grow in as many ways as possible.
- Assisting with individualized developmental programmes: physio, whirlpool, and recreation programmes.
- Special need for Lifeguards.
- People with creative abilities such as in music, arts and crafts, physical education, are needed.
- Involvement in the activities of daily living such as bathing and eating.
- Participating in fund-raising activities (i.e., Dominion and Zehr's Tape Blitz).
- Knitting - Making clothes - Wall hangings - Mobiles - Baking cakes for special occasions - etc.
- Assisting with visits to doctors and dentists, etc.
- We also have 8 auxiliary residences. The same type of volunteer is needed here (RELIABILITY).
- Drivers and helpers for auxiliary residences.

QUALIFICATIONS:

- Maturity - Empathy - Patience
- Male and Female (special need for males)
- Any age (varied ages encourage good peer relationships for our residents.
- Drivers must be 21 years old and over.

TIME INVOLVED:

- Volunteer Hours for over 14 years old: 7:00 a.m. - 9:30 p.m.
- Volunteer Hours for under 14 years old: 9:00 a.m. - 8:00 p.m.
- Time and duration at individual's discretion. Special need for people willing to commit themselves to a specific time and/or willing to be on call.

TRAINING:

On-the-job training by Staff and a six-week volunteer training course.

BUS SERVICE:

"West Hamilton" bus

ST. ELIZABETH NURSING HOME

307 John Street South,
Hamilton, Ontario.
L8N 2E1

PHONE: 525-6522

Miss Anne Nizielski,
Activity Director.

PURPOSE OF AGENCY:

Nursing Home for the elderly and the disabled.

JOB DESCRIPTION:

- Assistance needed for crafts program in the mornings.
- Assistance needed for elementary occupational physical therapy in the mornings.
- Help needed with Bridge and Euchre games in the afternoons.
- Help needed with Bingo game on Wednesday afternoons.
- Help needed with Movies on Friday afternoons.
- Help needed in moving patients in wheelchairs and walkers to activities.

QUALIFICATIONS:

- Interest in the **elderly and disabled.**
- **Patience** - Kind - Understanding - Loving concern - Honesty - Reliability - Mature attitude.

TIME INVOLVED:

2-3 hours weekly

TRAINING:

On-the-job training through supervision and example.

BUS SERVICE:

Any "Upper" busses.

PARKING:

Free parking facilities on the lot.

ST. ELIZABETH VISITING NURSES ASSOCIATION

PHONE: 522-6887

90 Stinson Street,
Hamilton, Ontario.
L8N 1S2

Mrs. Mary Williamson,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

To provide nursing care and health education in the home on a visiting basis.

JOB DESCRIPTION:

Volunteer Visitors: Anyone interested in donating any spare time they have. We have disabled, elderly patients on our program that are unable to get out, have no families, etc.

An hour or so a week could be used by taking these patients for walks, teaching crafts, or just sitting with them.

QUALIFICATIONS:

No qualifications necessary - anyone willing to offer their time is welcome.

TIME INVOLVED:

Volunteers are not pinned down, but are able to donate as much time as willing for visiting. Visitor calls are usually made on a weekly basis.

TRAINING:

No training. On the first visit, a Volunteer Co-ordinator will accompany volunteer to patient's home.

BUS SERVICE:

"Delaware" bus.

OTHER:

Own transportation - car, bus required.

PARKING:

No parking facilities available.

ST. JOHN AMBULANCE ASSOCIATION AND BRIGADEPHONE: 549-0211

78 Sherman Avenue South,
Hamilton, Ontario.
L8M 2P7

Miss Jeanne Tyios,
Co-ordinator.

PURPOSE OF AGENCY:

To teach the principles of First Aid, home nursing and child care to the public and industry and to provide First Aid service for events or parades.

JOB DESCRIPTION:

- A need to supply First Aid attendants at games and public gatherings on request.
- A need for the Brigade units - men, women, boys and girls. (Phone the office for details.)
- Secretary: To assist the Co-ordinator in secretarial duties as needed.
- Treasurer: To verify the books and make year-end reports (audits). Just really to audit books and attend monthly meetings.
- Public Relations: To attend monthly meetings and work as required.

QUALIFICATIONS:

- Interested in this type of work
- Male or Female
- Brigade and/or First Aid attendants: 14 years old and up
- Secretary, Treasurer, Public Relations: 25 years old and over.

TIME INVOLVED:

When needed.

TRAINING:

- Brigade and/or First Aid attendants: First Aid courses offered.
- Secretary, Treasurer, Public Relations: Training is provided for the necessary position.
- Monthly meeting: Tuesday evening.

OTHER:

Uniforms and transportation supplied.

BUS SERVICE:

To St. John Ambulance Association: "King" bus.

ST. JOSEPH'S HOSPITAL

50 Charlton Avenue East,
Hamilton, Ontario.
L8N 1Y4

PHONE: 522-4941
Ext. 464

Mrs. Thelma Maskell,
Director of Volunteers.

PURPOSE OF AGENCY:

A general hospital to give service to in-patients and out-patients.

JOB DESCRIPTION:

- Gift Shop or Gift Cart
- Deliver The Spectator
- Library Cart
- Escort patients to assigned areas in the Admitting Department.
- Hostess Service: Liaison with visitors in the "Intensive Care".
- Nursing Floors: To deliver the mail, distribute water jugs, and do errands.
- Give information and guiding in the John Street lobby.
- Baby Picture Service: Taking photos of newborn babies.
- Out-patient Department: Diverse activities, i.e., errands, portering.
- Pediatrics: Assisting the Play Therapist.

QUALIFICATIONS:

- Male or Female - 18 years old and over
- Teenagers: 15 to 18 years old and SUMMER ONLY.
- Mature - Enthusiastic - Friendly - Dependable.
- Work assigned according to skills and personality.

TIME INVOLVED:

Minimum time commitment: half-day a week on a regular basis.

TRAINING:

Orientation given by the Director of Volunteers - On-the-job training given by other volunteers.

BUS SERVICE:

Any "Upper" busses.

ST. JOSEPH'S VILLA

PHONE: 627-3541

56 Governor's Road,
Dundas, Ontario.
L9H 5G7

Sister M. Bernardine,
Director of Volunteers.

PURPOSE OF AGENCY:

Is a Home for the Aged and has 370 beds. Also operates the Senior Citizens' Centre which is open five days a week.

JOB DESCRIPTION:

- Assisting in Recreation areas: i.e., playing cards, bowling, shuffleboard, playing piano, entertainment.
- Assisting in the Swim Programs: Ability to swim and/or Lifeguards.
- Personal Services: Reading, writing letters.
- Friendly Visiting: Listening, befriending
- Hosting and Touring
- Assist with seating in dining room over lunch hour and perhaps do a small amount of serving.
- Leathercraft Group: Not need to be expert in leathercraft but anxious to work with Seniors.
- Woodworking: On a one-to-one basis - We have the tools.
- Baking Program: To assist the ladies with this project Wednesday mornings from 9:00 a.m. to 11:30 a.m.
- Craftroom: To help the resident. Would welcome new ideas.
- Assist in the Senior Citizens' Centre with:
 - Activities and programs
 - Scheduling of transportation of Seniors to and from the Centre (need not be a driver).
- Drivers: Both with own cars and to operate Villa Van.

QUALIFICATIONS:

- Must have understanding of elderly - Warmth.
- Must enjoy being in the company of seniors.
- Must be willing to make a definite commitment and try to keep to this.

TIME INVOLVED:

Can be arranged with each volunteer.

TRAINING:

Will be trained for any specific responsibilities and will always be under the direction of a supervisory staff person for the benefit of the volunteer.

BUS SERVICE:

- "Dundas" line from Bus Terminal - Also some limited local service.
- Own transportation

ST. MAGDALENE'S NURSING HOME

7 Blake Street,
Hamilton, Ontario.
L8M 2S4

PHONE: 544-5623

Mrs. Doris Awrey,
Activity Director.

PURPOSE OF AGENCY:

To provide nursing care for residents.

JOB DESCRIPTION:

- Program Volunteers: To assist Activity Director with programs.
 - Games - Bingo - Music (play the piano) - Outings
 - Exercises - Picnics - Barbeques - Discussion groups
 - Special Events (holidays, birthdays, etc.).
- Service Volunteers:
 - Developing a one-to-one relationship with residents.
 - Helping resident read, write letters, with grooming, etc.
- Second Language Volunteers: To converse with residents.
 - Italian - Greek

QUALIFICATIONS:

- Willing to work with disabled, sick, elderly, or confused residents.
- Reliable - Supportive - Warm - Has realistic expectations.

TIME INVOLVED:

Days or evenings - One hour a week or more

TRAINING:

Provided by the Activity Director at the Home.

BUS SERVICE:

"King" or "Delaware" bus.

ST. MATTHEW'S HOUSE

414 Barton Street East,
Hamilton, Ontario.
L8L 2Y3

PHONE: 523-5546

Mrs. Nancy Reeves,
M Co-ordinator.

PURPOSE OF AGENCY:

A multi-service neighbourhood centre paying particular attention to the needs of the socially and economically disadvantaged.

JOB DESCRIPTION:

Pre-School Supervisors: To watch children who come with their mothers to groups.

QUALIFICATIONS:

- A genuine concern for people in difficult life situations.
- Good communication skills
- Able to adapt to a flexible program.

TIME INVOLVED:

Varies - Usually 2-3 hours per week

TRAINING:

Initial orientation to the agency and ongoing training while involved in activity.

BUS SERVICE:

"Barton" bus.

PARKING:

Parking facilities available.

ST. OLGA'S NURSING HOME

570 King Street West,
Hamilton, Ontario.
L8P 1C2

PHONE: 522-8572

Miss Rosa Picado,
Co-ordinator.

PURPOSE OF AGENCY:

A nursing home.

JOB DESCRIPTION:

- Assist with activities
- Writing letters
- Reality Orientation
- Crafts: creative
- Walking patients

QUALIFICATIONS:

- Knowledge of the aged
- Trustworthy
- Kind and understanding

TIME INVOLVED:

Depends on volunteer's availability.

TRAINING:

None.

BUS SERVICE:

"Main West" or "West Hamilton" or "University" bus.

PARKING:

No parking facilities available.

ST. PETER'S CENTRE

88 Maplewood Avenue,
Hamilton, Ontario.
L8M 1W9

PHONE: 549-6525

Ext. 212

Mrs. Sandra Larsen,
Co-ordinator of Volunteers.

PURPOSE OF AGENCY:

A non-denominational public hospital and day therapy centre offering specialized care and treatment to the chronically ill and geriatric patients.

JOB DESCRIPTION:

- Day Therapy Centre: To help clinical supervisor by assisting in daily activities.
- Leisure Activities: To assist in various activity programs (i.e., Card games - Bingo - Sing-along - library - carpentry - bus trips - movies - choir - horticultural therapy - art classes - basic and skilled crafts.
- Occupational Therapy: To help in preparation of materials and supplies and assist patients in carrying out therapeutic tasks.
- Physiotherapy: To provide extra help to supplement staff personnel.
- Social Service: To provide a warm personal relationship for patients, some of whom have few visitors and little family.
- Teen Volunteers: To assist with nursing from 4:30 p.m. to 6:30 p.m., give out trays, serve beverage, fill water carage, etc.
 - Visiting patients
 - To help in activity programs after school, on weekends and during summer vacation.
- The Auxiliary to St. Peter's Centre: Auxiliary members work faithfully raising money for needed equipment in the hospital, staffing tuck shop, and giving friendship and comfort to patients.

QUALIFICATIONS:

- Male or Female - 13 years old and over.
- Interest in the elderly and chronically ill.

TIME INVOLVED:

As arranged with Co-ordinator of Volunteers.

TRAINING:

Orientation by the Co-ordinator of Volunteers, and on-the-job training.

BUS SERVICE:

"Delaware" bus.

PARKING:

Parking facilities available.

SENIORS' TELE-TOUCH

c/o MacNab Street .W.C.A.,
75 MacNab Street South,
Hamilton, Ontario.
L8P 3C1

PHONE: 522-9567
632-8000
(home)

Mr. Bob Carroll,
Executive Director.

PURPOSE OF AGENCY:

Offers daily telephone contact for senior citizens, handicapped and for those living alone.

JOB DESCRIPTION:

Telephone Contact: To provide a friendly chat or check-up to senior citizens, handicapped persons, and those living alone.

QUALIFICATIONS:

- Male or Female who are available each day
- Dependable - Patient - Understanding to the needs of these people.
- Pleasant - Good listener - Able to speak clearly.

TIME INVOLVED:

Up to person's discretion - Five minutes or more.

TRAINING:

Orientation given by the Executive Director, and literature on emergency procedures is distributed along with a business card and welcome letter.

S.H.A.I.R. - SOCIETY FOR HAMILTON
AREA INTERNATIONAL RESPONSE

PHONE: 528-9055

25 Hughson Street South, Suite 408,
Hamilton, Ontario.

Mrs. Monica Quinlan,
Co-ordinator.

PURPOSE OF AGENCY:

To educate the public regarding Third World countries, foreign aid, and trade and resource development in Canada and overseas. Works also as umbrella agency with other development group in Hamilton through monthly newsletter.

JOB DESCRIPTION:

- Arranging for speaker and audio-visual materials.
- Clerical Work: Typing - Assisting with newsletter - Collating.
- Resource Centre: Cataloguing of resources and publicize the Resource Centre.
- Publicity: Distributing posters, press releases - Contacting media and service organizations.
- Taking materials into area classrooms for presentation and discussion of the Third World (this includes business and labour groups).

QUALIFICATIONS:

Background in international affairs is an asset but not a necessity, for a person can learn on-the-job.

TIME INVOLVED:

Variable.

BUS SERVICE:

Any busses going downtown.

SIR WILFRID LAURIER RECREATION CENTRE

PHONE: 561-8980

c/o Elizabeth Bagshaw School,
50 Albright Road,
Hamilton, Ontario.
L8K 5J3

Mr. Ted Hammond.
Director.

PURPOSE OF AGENCY:

To provide leisure time activities for the community.

JOB DESCRIPTION:

- Gym Assistants:
 - Basketball: Coaches, Officials, Referees
 - Volleyball
 - Cosom Hockey
- Craft Assistants:
 - Children's Crafts
 - Sewing
 - Cooking
 - Woodworking
- Aquatics: Waterpolo, Synchro, Diving classes.

QUALIFICATIONS:

- Male or Female
- Gym: Knowledge and interest in the sport.
- Pool: Aquatic skills in particular sport.

TIME INVOLVED:

2-4 hours weekly

TRAINING:

In- service volunteer training.

BUS SERVICE:

"Hash" bus.

PARKING:

Parking facilities available.

STEEL CITY WHEELERS

212 Kingston Avenue North,
Hamilton, Ontario.
L8L 7N7

PHONE: 544-7953

Mrs. Gertrude Moskal,
Transportation Convenor.

PURPOSE OF AGENCY:

To take hanciapped persons out for entertainment and recreation.

JOB DESCRIPTION:

Driving handicapped persons.

QUALIFICATIONS:

Responsible persons - Good driving.

TIME INVOLVED:

About two hours on any one day of the week.

TRAINING:

General orientation.

SUNSHINE NURSING HOME

118 Wentworth Street South,
Hamilton, Ontario.
L8N 2Y9

PHONE: 528-3061

Mrs. Harvey,
Activity Director.

PURPOSE OF AGENCY:

To provide Nursing Care for the female residents.

JOB DESCRIPTION:

- Program

- Crafts
- Assist Activity Director with programs.
- Exercises
- Games, bingo, checkers, chess.
- Outings to Y.W.C.A.; Disco Dancing; Show for residents or any group who wish to perform for them.
- Special Events: i.e., Birthdays, Holidays, Bazaars

- Service

- Visit residents regularly on one-to-one basis.
- Help resident with letter writing, reading, grooming, eating.
- Second language volunteers needed: Hungarian, Yugoslavian, Dutch, German, Ukranian, Salvanian.

QUALIFICATIONS:

- Female - Mature - 16 years old and up.
- Willing to deal with elderly residents who are sick, disabled or mentally confused.
- Able to deal with depression (their own and that of residents).
- Persistent - reliable - warm - patience. Has realistic expectations of what they can do and what residents can do - needs few tangible rewards.

TIME INVOLVED:

One hour a week or more - preferably mornings or afternoons, but evening volunteers needed too.

BUS SERVICE:

"King" or "Delaware" bus.

TELECARE

PHONE: 525-8611

Mailing Address:

P.O. Box 927,
Hamilton, Ontario.
L8N 3P9

Mrs. Grace Baswick.

PURPOSE OF AGENCY:

To offer a 24-hour telephone supportive listening service to persons in distress in the Hamilton calling area.

JOB DESCRIPTION:

- Man the phone
- Listen supportively
- Refer people to community resources (24 hours a day - 7 days a week)

QUALIFICATIONS:

- Male or female
- Good listener
- Compassionate
- Interest in people
- 21 years of age minimum
- Emotional stability

TIME INVOLVED

Minimum of 8 hours per month

TRAINING:

Fifty hours over 12-week period.

UNITARIAN SERVICE COMMITTEE OF CANADA

c/o 55 Flatt Avenue,
Hamilton, Ontario.
L8P 4N2

PHONE: 522-4970
525-4215 (home)
Mrs. Mavis Whitworth,
Co-Chairperson.

PURPOSE OF AGENCY:

To promote self-help programs in the developing world overseas; to create deeper awareness of Canada's responsibilities towards the less fortunate everywhere; to continue emergency relief in areas of great human need.

JOB DESCRIPTION:

- Make quilts, afghans, plain clothes, sewing, knitting 6" squares, sweaters, mittens, etc.
- Volunteer driver to pick up good used clothing, deliver work, etc.
- Work may be done at home and may be dropped off or picked up.
- Collect soap scraps - motels, hotels, factories, etc.
- Work in groups - especially senior citizen groups.
- Volunteer driver with station wagon or truck to take loads to Toronto Keele Street Depot.
- Telephone Communicator.

QUALIFICATIONS:

- Knitters and sewers.
- Dependable and enthusiastic males and females.
- Caring people.
- Leadership ability to organize small work groups in Senior Citizens' Apartments or Homes.

TIME INVOLVED:

Can be arranged to suit individual volunteer. Contact phone numbers given please.

TRAINING:

- On-the-job
- Patterns and instructions available.

UNITED WAY OF BURLINGTON AND HAMILTON-WENTWORTH

PHONE: 527-4543

177 Rebecca Street,
Hamilton, Ontario.
L8R 1B9

Ms. Marg Keast,
Assistant Public Relations Director.

PURPOSE OF AGENCY:

Funds other agencies.

JOB DESCRIPTIONS:

- Agency Review: Annual review of agency budgets and programs, no experience necessary.
- Campaign: Canvassers for work place solicitations. United Way provides training.
- Publicity: Skilled ability in media promotions - To plan and execute campaign communications.

QUALIFICATIONS:

Male/Female - 21 years and over - Mature.

TIME INVOLVED:

Flexible.

TRAINING:

Provided by the Agency.

BUS SERVICE:

"King" or "Cannon" bus.

VICTORIAN ORDER OF NURSES

88 Maplewood Avenue,
Hamilton, Ontario.
L8M 1W9

PHONE: (8:30 am-4:30 pm) 549-5951
(4:30 pm-8:00 am) 549-4167

Mrs. Rae Hickmore,
Administrator, Friendly Visiting.

PURPOSE OF AGENCY:

To provide skilled professional nursing care to patients in their homes on a visit basis and to combine with this, health teaching to patient and family.

JOB DESCRIPTION:

- Family Support and Friendly Visiting Program
 - Family Support Service: To allow caretaker of patient to have free time away from home.
 - Drop-In Visitor: To meet the needs of the socially isolated.

QUALIFICATIONS:

Dependable males or females who feel they can meet the above needs.

TIME INVOLVED:

Days, evenings, or weekends - Average: 3 hours a week.

TRAINING:

- Volunteer will be incorporated as part of the V.O.N. team.
- Training in-the-home by the nurse and Volunteer Co-ordinator.

BUS SERVICE:

"Delaware" bus.

PARKING:

Parking facilities available.

WELCOME INN

132 Wood Street East,
Hamilton, Ontario.
L8L 3Y9

PHONE: 525-5824

Mrs. Willms,
Program Co-ordinator.

PURPOSE OF AGENCY:

As a community centre to facilitate friendship and positive communication amongst people. To strengthen family life (family defined broadly to include all individuals). To offer programs that meet the physical, social, and spiritual needs of people. To build up self-esteem and inspire self-help. To work at social issues that improve the quality of a neighbourhood.

JOB DESCRIPTION:

- Leadership in clubs for children; crafts classes for youth and women; Woodworking for men or women.
- Recreation
- Child care at the Inn
- Transportation for family outings, club outings, etc.
- Maintenance
- Tutor
- Sewing circle and crafts groups for women.
- Assist at the Community Cupboard - a used clothing store.
- Men's group recreation or special projects.

QUALIFICATIONS:

- Arts, crafts skills.
- Reliable, warm.
- Interest in a church setting.
- Male and female.

TIME INVOLVED:

- Wednesday morning and afternoon for sewing and childcare.
- One afternoon or evening a week for clubs.
- Throughout the week for various activities.
- Monday evening for women's crafts.

TRAINING:

By the Director or other experienced staff.

BUS SERVICE:

"Bayfront" bus.

WESLEY CENTRE SERVICES

61 Rebecca Street,
Hamilton, Ontario.
L8R 1B5

PHONE: 528-5640

Ms. Joan Moffett,
Co-ordinator, Senior
Citizens & Welfare.

Ms. Paulette Baron,
Co-ordinator, Youth &
Family Services.

PURPOSE OF AGENCY:

To operate a program to meet the needs of inner-city people.

JOB DESCRIPTION:

- Seniors' Club - 1:00 p.m. to 4:00 p.m. - Monday to Thursday
 - Prepare and serve lunch to club members.
 - Lead in crafts.
 - Play piano.
- Youth Activities - 6:00 p.m. to 8:30 p.m. - Monday to Thursday
 - 10:30 a.m. to 2:30 p.m. - Saturday - Children 6-9 years.
 - Leaders for children and youth groups including sports, quite games, crafts, cooking, trips, reading, drama, woodworking, hiking, sewing.
 - Activities vary each week. Hobby groups can be arranged.
 - Summer Programs: Day camp, hiking, swimming, drop-in Centres.

QUALIFICATIONS:

- Dependable males and females.
- Mature 16 years or older.
- Warm, interested in elderly or children.

TRAINING:

Orientation by staff and on-the-job. Evaluation each evening.

BUS SERVICE:

Any busses going to Gore Park.

WOMEN'S CENTRE OF HAMILTON-WENTWORTH

PHONE: 522-0127

Apartment 6,
33 Hess Street South,
Hamilton, Ontario.
L8P 3N2

Mrs. Linda Veitch,
Recruitment Co-ordinator.

PURPOSE OF AGENCY:

Women helping women: offer support, information, and referral.

JOB DESCRIPTION:

- Direct Service Volunteer: To spend a minimum of 2 hours at the Centre and deal with all phone calls and drop-ins by giving out information, making appropriate referrals, and offering support, encouragement, and a listening ear to women.
- Office Worker: This includes gathering and updating information, typing, filing, keeping statistics, etc.
- Committees Workers: There are seven standing committees:
 - Fund-Raising
 - Newsletter (writing, editing, typing, etc.)
 - Programming (organizing social, educational events, workshops)
 - Publicity (making posters, writing press releases, etc.)
 - Social Policy (monitoring and responding)
 - Training (training and recruitment of volunteers)
 - Personnel & Grievance (supervision)

QUALIFICATIONS:

- Female
- Interest in learning more about women's issues.
- Some knowledge of women's issues.
- A commitment to helping women.
- All volunteers will be interviewed by the Centre.

TIME INVOLVED:

- All volunteers are asked to make a commitment of at least 6 months. Time varies according to area(s) person has volunteered for.
- Direct Service Volunteers must spend a minimum of 2 hours a week at the Centre, preferably during the day. They are also asked to attend two monthly meetings, one for business, the other for social get-together.

TRAINING:

Full training provided.

BUS SERVICE:

"Main West" or "West Hamilton" or "University" busses.

PARKING:

Metered parking on the street.

